



Monthly Board Meeting Agenda

Thursday, March 21, 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
- 5. Consent Agenda Action Items**
 - a. Approval of February 15, 2024 Board Meeting Minutes [Pages 2-4](#)
 - b. Acceptance of the February Treasurer’s Report [Pages 5-9](#)
- 6. Regular Agenda Items**
 - a. Discuss MCD dues reduction, donation to Area 4 Envirothon?
 - b. Area 4 spring meeting – March 26, who plans to attend?
 - c. Discuss Local Work Group process and possible dates.
 - d. Patricia Stai has signed up for cost-share assistance to construct a waterway. [Pages 10-12](#)
 - e. Approve agreement with State of MN for cooperative purchasing. [Pages 13-15](#)
- 7. SWCD Board Committee & SWCD Staff Monthly Reports**
 - a. Personnel Committee (Zabel; Zbinden) – Seth’s 8-year SWCD anniversary was 2/29.
 - b. Metro Conservation Districts Committee (Zbinden; Wendland alt.) 2/28 report
 - c. Education & Outreach Committee (Sons, Wendland)
 - d. Budget Committee (Burandt, Sons)
 - e. WMO Advisory Committee (Wendland; Zbinden alt.) Report from 3/5 meeting.
 - f. Carver County Leaders (CCL) Committee (Burandt; Sons alt) Report from 2/27 meeting.
 - g. South Fork Crow River 1W1P (Zabel; Wendland alt.) Report from 3/8 meeting.
 - h. SWCD Staff Monthly Progress Report [Pages 16-17](#)
- 8. Board of Supervisors announcements**
 - a. Upcoming meetings/events:
 - March 21 – SWCD Board meeting – 8:00 AM
 - March 26 – Area 4 spring meeting
- 9. Adjourn**



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

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

Minutes of the February 15, 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, Mark Zabel

Board Members Absent:

Vice Chair, Stanley Wendland
Member, Robert Burandt

SWCD Staff Present:

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

Other Attendees:

Carver County Water Resources Supervisor, Tim Sundby
NRCS Soil Conservationist, Cindy Hoffmann

Since there was not a quorum at 8:00 a.m., the Carver County report was given before the meeting was officially called to order. Tim Sundby reported the WMO is getting ready to set up the first convene meetings for the WBIF funding, approximately \$721,000. He mentioned some of the potential projects that may be funded by the WBIF. He also reported that letters have been sent out to Carver County Cities, informing them of the cost-share funding available from the WMO for capital improvement projects the City may have. Applications are due in March and will be included in the 2025 budget.

1. Call to Order.

Chair Zbinden called the meeting to order at 8:46 a.m.

2. Public Comments – None.

3. Agenda review and adoption.

Resolution 007-2024: Zabel moved, Sons seconded, to approve the February 15, 2024, board meeting agenda as printed. Roll call vote: Burandt-absent; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

4. Agency Reports

- a. Carver County report – completed before meeting.
- b. NRCS – Cindy reported there are 8 EQIP applications that have been pre-approved for Carver County, as well as 5 CSP applications that include a lot of land units. FSA has announced that the continuous signup is open. There is a new 'batching' period being utilized, with March 15 as the first batch deadline. Cindy also reported that NRCS will have a summer intern from May 20-August 23.
- c. FSA report – Jennifer King submitted a written report that was reviewed.

5. Consent Agenda Items

Sons noticed an error on page 1 of the draft January Minutes, under item 2, nominations for Secretary/Treasurer. 'Wendland' should be changed to 'Zbinden nominated Sons...'

Resolution 008-2024: Zabel moved, Sons seconded to approve the following consent agenda items:

- a. Approval of the January 18, 2024, Board meeting minutes as corrected.
- b. Acceptance of the January 2024 Treasurer's Report.

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

6. Regular Agenda Items

- a. Review 2023 annual report. Mike reviewed the annual report with the Board at this time.
- b. After the annual report presentation, the Board discussed a strategic planning meeting and offered ideas on topics that could be covered in the meeting, such as sub-watershed assessments, soil health grant funding, and breaking down the staff time spent on construction site erosion control inspections and work on programs including the pollinator and shoreline habitat programs.
- c. Peterson Company Ltd. has sent the SWCD an engagement letter to perform the SWCD audit for the year ended 2023. The price has gone up significantly, but Felicia explained their letter included there is additional staffing time and adopting new audit standards and procedures.

Resolution 009-2024: Zabel moved, Sons seconded to approve the engagement letter and authorize both the SWCD Chair and Manager to sign and return to Peterson Company Ltd. to conduct the 2023 audit. Roll call vote: Burandt-absent; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

- d. The MASWCD legislative briefing has been scheduled for March 12-13. It was decided that the Carver SWCD would not partake in the 2024 legislative briefing. Mike informed the Board at this time, that the Anoka Soil and Water Conservation District (ACD) requesting a change to MN Statute 103C, where the ACD would have taxing authority. The bill has been authored by 3 Anoka County legislators.
- e. The MASWCD Area 4 spring meeting will be held on March 26, at the Ramsey Public Works building in Arden Hills. An agenda has not been received yet. This item will be placed on the March Agenda.

7. SWCD Board Committee & SWCD Staff Monthly Reports

- a. Personnel Committee (Zabel, Zbinden) – nothing to report.
- b. Metro Conservation District's (MCD) Committee (Zbinden; Wendland alt.) – February 28 is the next meeting date in Washington County. Mike will send Chair Zbinden the open meeting law requirements to attend virtually.
- c. Education & Outreach Committee (Sons, Wendland) – nothing to report.
- d. Budget Committee (Burandt, Sons) – nothing to report.
- e. WMO Advisory Committee (Wendland; Zbinden alt.) – Mike reported the WMO went over their annual report. Supervisor Wendland is planning to attend the March 5 meeting.
- f. Carver County Leaders (CCL) Committee (Burandt; Sons alt.) – nothing to report.

- g. South Fork Crow River 1W1P (Zabel; Wendland alt.) – The next meeting will be March 8, where the group will get an update on the plan, and governance options will be acted on.
- h. The SWCD staff monthly progress report was presented and discussed.

8. Board of Supervisors Announcements

- a. Zabel reported that our new BWSR Board Conservationist will be Jennifer Dillum. Zabel reported that he worked with her both at the MDA, and at the Vermillion Watershed District.
- b. Upcoming meetings/events:
 - February 19 – President’s Day observed, SWCD office closed
 - March 12-13 – MASWCD Legislative briefing and SWCD Day at the Capitol
 - March 21 – SWCD Board meeting
 - March 26 – MASWCD Area 4 meeting

9. Adjourn

Resolution 010-2024: Zabel moved, Sons seconded to adjourn the meeting at 10:40 a.m. Roll call vote: Burandt-absent; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

***Next Board Meeting:* Thursday, March 21, 2024, at 8:00 AM**
***Location:* Public Works Headquarters, Conference Room 1**
11360 Highway 212, Cologne, MN 55322

Approved: _____ Date signed: March 21, 2024
 Secretary/Treasurer

Carver Soil & Water Conservation District
Treasurer's Report
As of February 29, 2024

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						
02/01/2024			Deposit-Trees	35.00		30,612.91
02/01/2024	2024-07	Shift4 Payments CC Fee	Credit Card Terminal Fees		68.57	30,647.91
02/05/2024	3644	Elan Financial Services	1335		951.12	30,579.34
02/05/2024	3645	HSA Bank	#W520676 January Fees		12.50	29,628.22
02/05/2024	3646	NCPERS Group Life Ins.	910300-022024		16.00	29,615.72
02/07/2024			Deposit-Trees	4,692.00		29,599.72
02/12/2024			Deposit-Trees	385.00		34,291.72
02/12/2024			Funds Transfer-410076860	35,000.00		34,676.72
02/14/2024		QuickBooks Payroll Serv...	Created by Payroll Service on 02/08/2024		16,520.72	69,676.72
02/14/2024		QuickBooks Payroll Serv...	Created by Direct Deposit Service on 02/13/2...		1.75	53,156.00
02/14/2024			Deposit-Trees	130.00		53,154.25
02/15/2024	DD0910	Brockoff, Felicia L.	Direct Deposit	0.00		53,284.25
02/15/2024	DD0911	Datres, Benjamin R.	Direct Deposit	0.00		53,284.25
02/15/2024	DD0912	Genelin, Thomas M.	Direct Deposit	0.00		53,284.25
02/15/2024	DD0913	Meiller, Terry J.	Direct Deposit	0.00		53,284.25
02/15/2024	DD0914	Polster, Tyler J.	Direct Deposit	0.00		53,284.25
02/15/2024	DD0915	Ristow, Seth E.	Direct Deposit	0.00		53,284.25
02/15/2024	DD0916	Wanous, Richard M.	Direct Deposit	0.00		53,284.25
02/15/2024	3647	Tree Refunds Payable	2024-103		10.00	53,274.25
02/15/2024	INS-0225	Carver County	February Insurance	0.00		53,274.25
02/15/2024	EFT-645	HSA Bank	41-1385530		867.00	52,407.25
02/15/2024	EFT-646	Minnesota Revenue	7694248		1,077.00	51,330.25
02/15/2024	EFT-647	MSRS	Employee Elective		260.00	51,070.25
02/15/2024	EFT-648	PERA	9103-00		3,388.13	47,682.12
02/15/2024	EFT-649	US Treasury IRS	41-1385530		5,713.48	41,968.64
02/15/2024	EFT-644	Carver County	PW-6664 and February Insurance		10,149.09	31,819.55
02/23/2024			Deposit-Trees	2,009.00		33,828.55
02/28/2024		QuickBooks Payroll Serv...	Created by Payroll Service on 02/22/2024		16,790.79	17,037.76
02/28/2024	2024-10		Return fee for check 2024-115		4.00	17,033.76
02/28/2024			Deposit-Trees	805.00		17,838.76
02/29/2024	DD0917	Brockoff, Felicia L.	Direct Deposit	0.00		17,838.76
02/29/2024	DD0918	Datres, Benjamin R.	Direct Deposit	0.00		17,838.76
02/29/2024	DD0919	Genelin, Thomas M.	Direct Deposit	0.00		17,838.76
02/29/2024	DD0920	Meiller, Terry J.	Direct Deposit	0.00		17,838.76
02/29/2024	DD0921	Polster, Tyler J.	Direct Deposit	0.00		17,838.76
02/29/2024	DD0922	Ristow, Seth E.	Direct Deposit	0.00		17,838.76
02/29/2024	DD0923	Wanous, Richard M.	Direct Deposit	0.00		17,838.76
02/29/2024	EFT-650	HSA Bank	41-1385530		867.00	16,971.76
02/29/2024	EFT-651	Minnesota Revenue	7694248		1,077.00	15,894.76
02/29/2024	EFT-652	MSRS	Employee Elective		260.00	15,634.76
02/29/2024	EFT-653	PERA	9103-00		3,388.13	12,246.63
02/29/2024	EFT-654	US Treasury IRS	41-1385530		5,713.40	6,533.23
02/29/2024			Deposit-Trees	264.00		6,797.23
02/29/2024			Interest	0.60		6,797.83
Total 1000 Checking-Security Bank				43,320.60	67,135.68	6,797.83
1100 Savings-Security Bank						
02/07/2024	2024-09		New 6-month CD opened at Security Bank		150,000.00	522,064.95
02/12/2024			Funds Transfer-410076860		35,000.00	372,064.95
02/29/2024			Interest	425.56		337,064.95
Total 1100 Savings-Security Bank				425.56	185,000.00	337,490.51
1110 Member Savings-SouthPoint						
Total 1110 Member Savings-SouthPoint						10.00
1150 Savings Citizens NYA						
02/29/2024			Interest	85.13		80,190.47
Total 1150 Savings Citizens NYA				85.13	0.00	80,275.60
1200 Investments CD's						
12.SB&T **162 (5.00%-07/13/24)						463,771.60
Total 12.SB&T **162 (5.00%-07/13/24)						51,906.51
12.SPCU**871 (5.10%-07/18/24)						51,906.51
Total 12.SPCU**871 (5.10%-07/18/24)						102,472.74
12.ONB**918 (4.75%-08/01/2024)						102,472.74
						102,332.35

Carver Soil & Water Conservation District
Treasurer's Report
As of February 29, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
02/01/2024	2024-08		Interest Earned on old CD **639	1,186.49		103,518.84
		Total 12.ONB**918 (4.75%-08/01/2024)		1,186.49	0.00	103,518.84
		12.SB&T **407 (5.00%-08/07/24)				0.00
02/07/2024	2024-09		New 6-month CD opened at Security Bank	150,000.00		150,000.00
		Total 12.SB&T **407 (5.00%-08/07/24)		150,000.00	0.00	150,000.00
		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		151,186.49	0.00	614,958.09
TOTAL				<u>195,017.78</u>	<u>252,135.68</u>	<u>1,039,532.03</u>



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Treasurer's Monthly Report Program Summary - February 2024

<u>Funds</u>	Cash Balance <u>1/31/2024</u>	<u>Receipts</u>	<u>Disbursements</u>	Cash Balance <u>2/28/2024</u>
BWSR Buffer Implementation	\$49,416.71			\$49,416.71
BWSR Conservation Delivery	\$19,698.00		\$16,166.42	\$3,531.58
BWSR District Capacity	\$102,984.13		\$9,448.57	\$93,535.56
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	\$731,519.24	\$10,017.78	\$41,520.69	\$700,016.33
District Escrow	\$99,171.00			\$99,171.00
TOTAL	\$1,096,649.93	\$10,017.78	\$67,135.68	\$1,039,532.03
<u>Use of Cash</u>				
1000 Checking Security Bank	\$30,612.91	\$43,320.60	\$67,135.68	\$6,797.83
1100 Savings-Security Bank	\$522,064.95	\$425.56	\$185,000.00	\$337,490.51
1110 Savings-South Point CU	\$10.00			\$10.00
1150 Savings-Citizens NYA	\$80,190.47	\$85.13		\$80,275.60
1200 Investments CD's	\$463,771.60	\$151,186.49		\$614,958.09
TOTAL	\$1,096,649.93	\$195,017.78	\$252,135.68	\$1,039,532.03

Carver SWCD Board Treasurer

3/21/2024
Date

Carver Soil & Water Conservation District
Balance Sheet
As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	6,797.83
1100 Savings-Security Bank	337,490.51
1110 Member Savings-SouthPoint	10.00
1150 Savings Citizens NYA	80,275.60
1200 Investments CD's	614,958.09
	1,039,532.03
Total Checking/Savings	
Accounts Receivable	
1300 Accounts Receivable	10,082.50
	10,082.50
Total Accounts Receivable	
Other Current Assets	
1350 Interest Receivable	886.50
	886.50
Total Other Current Assets	
	1,050,501.03
Total Current Assets	
	1,050,501.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Sales Tax Payable	1,610.22
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	49,416.71
2404 Conservation Delivery	3,531.58
2405 Cost-Share	57,806.80
2406 District Capacity Funds	93,535.56
2408 WBIF Grants	36,054.05
	240,344.70
Total 2400 Unearned-Deferred Revenue	
	241,954.92
Total Other Current Liabilities	
	241,954.92
Total Current Liabilities	
	241,954.92
Total Liabilities	
	241,954.92
Equity	
3000 FUND BALANCE	777,922.62
Net Income	30,623.49
	808,546.11
Total Equity	
	808,546.11
TOTAL LIABILITIES & EQUITY	
	1,050,501.03

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

	<u>Jan - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budg...</u>	<u>% of Budget</u>
Income				
4000 Intergovernmental County	136,697.00	574,300.00	-437,603.00	23.8%
4100 Intergovernmental Local	3,653.00	47,500.00	-43,847.00	7.7%
4200 Intergovernmental State	27,997.81	369,000.00	-341,002.19	7.6%
4300 Charges for Services	19,245.22	31,000.00	-11,754.78	62.1%
4400 Interest Earnings	0.00	17,500.00	-17,500.00	0.0%
4500 Miscellaneous Revenues	4.00	7,500.00	-7,496.00	0.1%
Total Income	<u>187,597.03</u>	<u>1,046,800.00</u>	<u>-859,202.97</u>	<u>17.9%</u>
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	100,841.91	591,640.00	-490,798.09	17.0%
5102 Payroll Fees	152.00	550.00	-398.00	27.6%
5103 SWCD - FICA/Medicare	7,336.74	45,260.00	-37,923.26	16.2%
5104 SWCD - Insurance Ben.	17,938.10	100,000.00	-82,061.90	17.9%
5105 SWCD - PERA & DCP	7,411.15	43,623.00	-36,211.85	17.0%
Total 5100 Personnel Services	<u>133,679.90</u>	<u>781,073.00</u>	<u>-647,393.10</u>	<u>17.1%</u>
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	967.40	5,000.00	-4,032.60	19.3%
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.	952.47	10,000.00	-9,047.53	9.5%
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	416.48	6,000.00	-5,583.52	6.9%
Total 5200 Other Services & Charges	<u>22,948.27</u>	<u>58,250.00</u>	<u>-35,301.73</u>	<u>39.4%</u>
5300 Supplies - Office & Field	101.15	3,500.00	-3,398.85	2.9%
5400 Capital Outlay	0.00	40,000.00	-40,000.00	0.0%
Total 5000 District Operations	<u>156,729.32</u>	<u>882,823.00</u>	<u>-726,093.68</u>	<u>17.8%</u>
6000 Project Expenses				
6100 District Projects	244.22	60,000.00	-59,755.78	0.4%
6200 State Projects	0.00	103,977.00	-103,977.00	0.0%
Total 6000 Project Expenses	<u>244.22</u>	<u>163,977.00</u>	<u>-163,732.78</u>	<u>0.1%</u>
Total Expense	<u>156,973.54</u>	<u>1,046,800.00</u>	<u>-889,826.46</u>	<u>15.0%</u>
Net Income	<u>30,623.49</u>	<u>0.00</u>	<u>30,623.49</u>	<u>100.0%</u>



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: March 21, 2024

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Request to approve a cost-share contract with Patricia Stai for installing 1 grassed waterway, totaling 280'. Total cost estimate is \$3,810.00 and cost-share not to exceed 75% (\$2,857.50).

SUMMARY:

Patricia Stai is requesting cost-share assistance to construct 1 grassed waterway in Dahlgren Township, Section 34. The grassed waterway will address ephemeral and gully erosion that is occurring in the crop field. By completing this project, an estimated 24.7 tons of soil will be saved.

STAFF RECOMMENDATION:

Staff recommends approval of the Patricia Stai cost-share contract.

EXPLANATION OF FISCAL/FTE IMPACT:

FY2022 State Cost-share funding - \$2,857.20

Supporting Documents:

Fact Sheet and map attached.

Previous Board Action:

N/A



Project Fact Sheet

Patricia Stai

Dahlgren Township

Grassed Waterway

Cooperator and Location

Name Patricia Stai
 Address 6490 County Rd. 50
 City/Twp. Carver (Dahlgren-34)
 Watershed Carver Creek

Project Details

Practice Grassed Waterway (412)
 Quantity 281 Linear Feet
 Project ID STAI-24
 Construction Spring of 2024

Funding

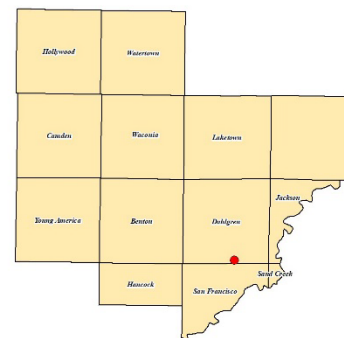
Grant State Cost-Share FY 2022
 Total Cost **\$3,810.00**
 Cost-Share \$2,857.50 (75% of total)
 Landowner Cost \$952.50

Project Overview

The purpose of this project is to construct 1 grassed waterway totaling 280 linear feet, to address ephemeral and gully erosion that is occurring in the cropland. Signification erosion has been occurring and the installation of a grassed waterway is needed to eliminate further erosion.

Environmental Benefits

Parameter	Saved
Soil Erosion (tons per year)	24.7
Sediment (tons per year)	21.8
Phosphorus (pounds per year)	20.0





Project Fact Sheet

Patricia Stai

Dahlgren Township

Grassed Waterway





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: March 21, 2024

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Request to have the District Manager sign an agreement with the State of Minnesota for the state contract purchasing program.

SUMMARY:

In order to participate in the state procurement process, to purchase vehicles or equipment through the state contract, we need to enter into an agreement. We have started the process of looking for a replacement vehicle for the 2004 Ford pick-up truck and if we are able to find one through the state contract we will need to have this agreement in place.

The few times we've purchased a vehicle through the state contract in the past, we've done it through Carver County. Having this agreement in place would make the process more streamlined.

STAFF RECOMMENDATION:

Staff recommends approving the agreement.

EXPLANATION OF FISCAL/FTE IMPACT:

There is no cost to enter into this agreement, the decision to purchase a vehicle will come back to the Board for approval.

Supporting Documents:

Agreement is attached

Previous Board Action:

N/A



COOPERATIVE PURCHASING AGREEMENT

Under the Authority of Minnesota Statutes § 16C.03, Subdivision 10
and Minnesota Statutes § 471.59, Subdivision 1

This Joint Powers Agreement is between the State of Minnesota, through its commissioner of Administration, Office of State Procurement (“Division”) and

CARVER SOIL & WATER CONSERVATION DISTRICT (“Authorized Entity”).

Pursuant to Minn. Stat. § 16C.03, subd. 10, the Division acquires various supplies, commodities, equipment, and services for state agencies and governmental units (as defined in Minn. Stat. § 471.59, subd. 1) through competitive bidding or requests for proposals. The Division, through Minn. Stat. § 16C.11, and the Authorized Entity wish to combine their purchasing functions, as specifically provided below, so that the Authorized Entity may avail itself of the prices which have been agreed upon by the Division and its vendors.

The parties agree as follows:

- 1. Term.** This joint powers agreement will be effective on the date State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, and remains in effect until canceled by either party upon 30 days’ written notice to the other party.
- 2. Services.** The Division will make its contracts for commodities and services, as listed on the State of Minnesota’s Contract Index, available to the Authorized Entity.
- 3. Use of Division Contracts.** To purchase commodities or services from the Division’s contracts, the Authorized Entity must issue a purchase order in accordance with the terms and conditions of the Division’s contracts and any requirements applicable to the Authorized Entity’s governing body. The Authorized Entity must send purchase orders directly to the applicable vendor and will make payments directly to the vendor in accordance with its established procedures and terms of the Division’s contract. The Authorized Entity will not use the goods available under the Division’s contracts for the purposes of resale. The Authorized Entity must be the end user of the goods purchased.
- 4. Liability.** The Authorized Entity agrees that neither the Division nor its employees personally assume responsibility or liability for any amounts due or claimed to be due pursuant to any purchase order entered issued by the Authorized Entity. The Authorized Entity will indemnify, save and hold harmless the Division and its employees from any loss, damage or expense, including payment of attorney fees allowable by law, which arise or may arise from the Authorized Entity’s use of this joint powers agreement and from any dispute or claim



arising from any transaction between the Authorized Entity and the Division's vendors, whether or not the loss, damage, dispute or claim arises during or after the period of this cooperative agreement. The Division's liability will be governed by the provisions of Minn. Stat. § 3.736.

**CARVER SOIL & WATER
CONSERVATION DISTRICT**

"Authorized Entity certifies that the appropriate person(s) have executed this cooperative agreement on behalf of the Authorized Entity as required by applicable articles, bylaws, resolutions or ordinances."

By:

(Authorized Signature)

(Title)

(Address)

(City) (State) (Zip)

(Date)

STATE OF MINNESOTA

"By Delegation"

By:

Office of State Procurement

(Date)

Permit Number/Access Code:

Mike Wanous – District Manager

- Provide technical assistance for soil maps and drainage info for landowners impacted by Benton Township Hwy 212 project
- State contracting process – look into state contract purchasing and provide the information to get the agreement language
- Review wetland bank monitoring report and potentials for credit release for Watertown wetland bank site
- Maintenance request for CD#4, provide map and assessment info for landowner on JD#3, continue correspondence with viewers and County staff for ROB process
- MPCA Greencorps application review and comment for potential greencorps host site for WMO
- Look into fill complaints and possible wetland/floodplain issues, contact BWSR staff regarding WCA rule language
- Meetings – MCD board mtg, WMO CAC mtg, legislative update mtg, DNR fen mtg, WBIF mtg

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed February Treasurer’s Report, semi-monthly payroll and made liability payments. Verifying payroll ledgers from previous years have all required information for permanent storage, and slowly importing into OnBase. Finished the financial statements as far as I can, the rest will be completed by the auditor.
- Administrative: Completed minutes from the February meeting and updated the 2024 resolutions document. Put together March meeting packets, posted on website and mailed to Supervisors. Our updated record retention schedule has been approved by all state agencies (Historical Society, Office of the State Auditor, and Attorney General), and has been returned.
- Grants – updated PTO amounts for staff in spreadsheets, and ran grant reported for staff time used. Charged time to grants, and updated QuickBooks with the journal entries.
- Trees: Continually updating orders and answering questions about availability.

Terry Meiller – Resource Conservationist

- State Cost-share/EQIP: Landowner meetings/site visits to discuss potential BMP options for erosion issues. Project Development (GIS, EFH2), concept designs prepared and reviewed with landowners for 2 grassed waterway projects. Final designs completed, bid packets prepared, factsheets and cost-share contracts completed for Stai and Kuntz waterways.
- Soil Health: Soil Health research, webinars, on-line trainings. Registration for Continuous Living Cover pilot program training.
- CRP/RIM: Landowner contacts, CRP proposal with rental rate estimates for 2 landowners. Burn plan writing and requests sent to DNR for 3 burn permits.
- Eagle Lake SWA: Landowner follow up and site visits to discuss BMP projects/status.
- Misc: Feedlot producer meeting and presentation. Staff meeting. DNR meeting re: Seminary Fen. Misc. landowner appts/walk ins for tech assistance.

Seth Ristow – Resource Conservation Technician

- Reviewed RPBCWD Stewardship Grant applications
- Gave WMO recommendations on establishing sand iron basins with plants
- Discussed RPBCWD Stewardship Grant Program with Liz and Eleanor. Eleanor will be the new grant coordinator. Minimum changes will be made to program this year
- Reviewed WMO’s RFQ/Maps on native restoration sites
- Created concept for Schnadt shoreline and pollinator projects
- Began scheduling and conducting RPBCWD Stewardship Grant field visits
- Reviewed WMO’s RFQ for second phase of Chaska Creek re-meander

- Attended Best Practices for Pollinators summit (highly recommend)

Tom Genelin – Senior District Technician

- Meetings/Plan Review:
 - Plan review of Kelzer Berm project in Chaska
 - Plan review of Clean and Seal shop project in Gotha
 - Plan review of NYA Industrial project
 - Plan review of 82nd street project in Chaska
 - Plan review of USS Martha Solar project, tile elevations
- Site inspections:
 - Hometown Bank (Carver) site inspection ESC BMP conditions and stabilization
 - The Preserve Development (Carver) site inspection for final project closeout
 - Timber Creek (Carver) site inspection for final project closeout
 - Fenview Flats Apartments (Chaska) site inspection for ESC BMP conditions and stabilization
 - Marsh Hollow (Victoria) site inspection ESC BMP conditions and stabilization
 - Oak Creek Development (Chaska) site inspection for ESC BMP conditions and stabilization
 - Rivertown Heights Development (Chaska) site inspection for ESC BMP conditions and stabilization
 - Woodland Creek (Waconia) site inspection for ESC BMP conditions and stabilization
 - Waterford (Waconia) site inspection for ESC BMP conditions and stabilization
 - Crown Extrusions (Chaska) site inspection for ESC BMP conditions and stabilization
 - Costco (Chaska) site inspection for ESC BMP conditions and stabilization
 - Lundquist Pit (San Fran.) inspection for sediment tracking

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Jeff Hart- Project Complete. Working with BWSR on reimbursement payment issues.
 - Working on RIM proposals for RIM Floodplains and Wetlands. CREP batch period opening soon, sending proposals for that as well.
- Buffers: Buffcat online tracking tool was overhauled, fixing parcel compliance that got changed. Starting compliance checks for the middle 1/3 section of the county – Watertown, Waconia, Benton, Hancock.
- Misc: Pulled Great Plains Drill out of storage and already delivered to a landowner for alfalfa inter-seeding – record March 8th. CRP proposals for a couple landowners who called. Working with IT to update GIS files and layers that were outdated in ArcMap.

Tyler Polster – District Technician

- WCA:
 - WMO: Assisted with doing background for tiling/ditch cleanout request. Continued communication regarding Watertown Wetland Bank, County wants to remove equipment if hydrography standards are already met.
 - Chanhassen: Continued communication with landowner with current open R/O – still on track to be restored this spring. Staff meeting to discuss potential new wetland application, the site is unique as it has court documents about a wetland decision from the early 1990's. TEP meeting for Hwy 101 reconstruction.
 - NYA: Investigated one tip regarding possible fill in wetland. Fill was not found in wetland, but dirt was being moved without other county permits.
 - Other: General applications reviewed for Waconia, Cologne, Chaska, and Mayer.
- Completed annual cost-share inspections with no issues found.
- Attended Virtual Pollinator Summit.
- Started the annual state cost-share inspections for the year.
- Assisted Seth in locating trees around CSAH40 for public works.
- Assisting Ben with preparation for Annual Tree Sale.