



11360 Highway 212 STE 6
Cologne, MN 55322

(952) 466-5230 | carverswcd.org

Carver SWCD Board Meeting Minutes – March 20, 2025

Held in conference room 1 at the Carver County Public Works facility in Cologne, MN

Board Members Present:

Member, Michael Lynch
Vice Chair, Marcus Zbinden
Secretary/Treasurer, Jeffrey Sons

Board Members Absent:

Chair, Mark Zabel

SWCD Staff Present:

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

Others Present:

Farm Service Agency Director, Jennifer King
NRCS Soil Conservation Technician, Cindy Hoffmann
Carver County Public Services Deputy Director, Paul Moline

1. Call to Order.

Vice Chair Zbinden called the meeting to order at 8:00 a.m. The Board recognized Stanley P. Wendland for 8 years of service on the SWCD Board. Stan passed away on March 16, 2025, after a two-year courageous battle with lymphoma.

Lynch announced that the Watertown wrestling team captured first at the Minnesota state tournament. This is the first time Watertown has captured first place.

2. Public Comments – None.

3. Agenda Review and Adoption.

Resolution 014-2025: Lynch moved, Sons seconded, to approve the March 20, 2025, Board Meeting Agenda as printed. Roll call vote: Lynch-aye; Sons-aye; Zabel- absent; Zbinden-aye. Motion carried.

4. Agency Reports

- a. NRCS report – Cindy reported they are working on 2025 EQIP applications, 7 have been received for Carver County. Field offices have been instructed to pause all work on any applications receiving inflation reduction act (IRA) funding. Landowners who were waiting to get paid for projects they had already paid for, have now been able to receive their reimbursements.

Four CSP applications have been received for Carver County, the deadline is Friday, March 21. Local work group (LWG) meetings need to be held before June 25. She also reported that NRCS has not heard anything about CRP. There is currently no travel authorized for NRCS employees, which includes any training.

- b. FSA report – Jennifer reported that there are federal employees who were working at home, who are now looking for a federal office to go to, since all federal employees were ordered to go back to work in an office. FSA does lease space in the Waconia Service Center, and there is one FSA State employee working out of that office currently.

She also reported on the dairy margin coverage (DMC) and the emergency commodity assistance program (ECAP). The deadline to sign up for DMC is March 31, and ECAP is August 15, 2025. The funding FSA used to have for supplies and programmatic items is currently in limbo. Some loans through FSA had to be secured with liens for collateral. Collateral may not be able to be secured in the future, without the programmatic funding.

She also commented there are currently no signups for CRP, regular or continuous.

- c. Carver County report – Paul reported that the 2026 budgeting process has begun, and there are talks of budget cuts, since the Governor’s budget will be lower. He reported the WMO has a lot of projects happening this year, and that several feasibility studies will be completed by June.

Paul and his staff attended the City of Waconia Council meeting on Monday night. Paul stated they explained how the water rules worked, and felt the meeting went well. He also reported on the Public Works campus’ master plan with the new Highway 212, and possible expansions to the current building, as well as new structures on the property.

Paul commended Mike Wanous for all his efforts with the recent ditch redeterminations of benefits. Paul explained that Mike is the most knowledgeable about the ditch systems in Carver County, and that he was an asset during this process.

6. Consent Agenda Items

Resolution 015-2025: Sons moved, Lynch seconded to approve the following consent agenda items:

- a. Approval of February 20, 2025 Board Meeting Minutes
 - b. Acceptance of the February 2025 Treasurer’s Report
- Roll call vote: Roll call vote: Lynch-aye; Sons-aye; Zabel- absent; Zbinden-aye. Motion carried.

7. Regular Agenda Items

- a. The MASWCD Area 4 meeting is scheduled for April 7. Supervisors Zbinden and Lynch expressed interest in attending.
- b. Mike reported the June Board meeting falls on Juneteenth, an official holiday, and will need to be rescheduled. It was the consensus of the Board to move the meeting back one week to June 26, 2025.

As previously reported, the LWG needs to be conducted before June 25. It was decided that the LWG meeting will be held immediately following the Carver SWCD April 17 Board meeting.

- c. Mike reviewed the 2024 Annual Report he put together at this time. This is no longer required by BWSR, but Mike feels it is a good practice. He also showed the Board a 2-page summary that Felicia put together of the 2024 activities. The Board agreed that the 2-page summary should be posted on the website.
- d. Mike contacted BWSR after the last Board meeting, to ask about a presentation to the Board about BWSR’s Lawns to Legume’s program. Erin Loeffler out of the Duluth office has agreed to attend the April Board meeting and make a presentation. Zbinden would like to know how the Carver SWCD can partner with BWSR to promote our program more.

Strategic planning was discussed at this point. The Board felt a facilitator did not need to be hired, and that this could be done with a staff member, perhaps Madeline Seveland. This will be added to the April Board Agenda, to discuss when this strategic planning session should be held.

9. SWCD Board Committee & SWCD Staff Monthly Reports

- a. Personnel Committee (Zabel, Zbinden) – Seth's 9-year anniversary with the SWCD was March 1 (actual hire date was 2/29/2016).
- b. Metro Conservation District's (MCD) Committee (Zbinden; Lynch alt.) – Mike reported on the meeting, which covered the normal ETA, Ag Water Quality Certification Program, and the Children's Water Festival reports. He reported with interest rates being higher over the past year, that the proposed dues for 2025 have gone from \$1,600 per SWCD to \$50 per SWCD. There was a minor change to the By-Laws that added hybrid meeting language.
- c. Education & Outreach Committee (Sons) – has not met.
- d. Budget Committee (Sons, Zbinden) – has not met.
- e. WMO Advisory Committee (Zbinden) – Paul reported they will be working on the SSTS program in one final area in Watertown Township and a few missed systems in other areas. He anticipates there are about 19 systems that will be targeted for upgrades, and that this should take care of all the SSTS funding remaining. In total, since the County started this program, approximately 500 septic systems have been updated. There was discussion on the 201 system around Reitz Lake, which was designed over 40 years ago, and was expected to last 20 years. There have been some issues with the system recently, but there are no funds for the County to assist with an upgrade.
- f. South Fork Crow River 1W1P (Zabel; Lynch alt.) – has not met.
- g. The SWCD staff monthly progress report was presented and discussed.

10. Board of Supervisors Announcements

- a. Upcoming meetings/events:
 - April 7 – MASWCD Area 4 meeting, Cabela's in Rogers
 - April 10 – Native Plant Workshop, Chanhassen Community Center (6:00-7:30 PM)
 - April 17 – SWCD Board Meeting, 8:00 AM. NRCS LWG meeting following at 10 AM
 - June 26 – SWCD Board meeting, 8:00 AM

11. Adjourn

Resolution 016-2025: Sons moved, Lynch seconded to adjourn the meeting at 9:48 a.m. Roll call vote: Lynch-aye; Sons-aye; Zabel-absent; Zbinden-aye. Motion carried.

Next Board Meeting: Thursday, April 17, 2025, at 8:00 AM
Location: Public Works Headquarters, Conference Room 1
 11360 Highway 212, Cologne, MN 55322

Approved: _____ Date signed: April 17, 2025
 Secretary/Treasurer

Carver Soil & Water Conservation District

Treasurer's Report

As of March 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						16,677.00
03/03/2025			Deposit - Online Tree Orders	198.45		16,875.45
03/05/2025			Deposit - Online Tree Orders	270.97		17,146.42
03/07/2025			Deposit - Online Tree Orders	373.23		17,519.65
03/10/2025	3749	NCPERS Group Life Ins.	910300-032025		16.00	17,503.65
03/10/2025			Funds Transfer-459668360	35,000.00		52,503.65
03/10/2025	3747	Elan Financial Services	1335		369.25	52,134.40
03/10/2025	3748	Carver County	PW-7074 Fuel Invoice		24.90	52,109.50
03/10/2025	3750	HSA Bank	#W607981 February Fees		12.50	52,097.00
03/10/2025			Deposit - Online Tree Orders	1,385.51		53,482.51
03/11/2025			Deposit - Online Tree Orders	362.30		53,844.81
03/13/2025		QuickBooks Payroll Service	Created by Payroll Service on 03/07/2025		16,174.19	37,670.62
03/13/2025			Deposit - Online Tree Orders	87.09		37,757.71
03/13/2025			Deposit - Online Tree Orders	96.50		37,854.21
03/13/2025			Deposit - Tree Orders	715.00		38,569.21
03/14/2025	DD1110	Brockoff, Felicia L.	Direct Deposit	0.00		38,569.21
03/14/2025	DD1111	Datres, Benjamin R.	Direct Deposit	0.00		38,569.21
03/14/2025	DD1112	Genelin, Thomas M.	Direct Deposit	0.00		38,569.21
03/14/2025	DD1113	Meiller, Terry J.	Direct Deposit	0.00		38,569.21
03/14/2025	DD1114	Polster, Tyler J.	Direct Deposit	0.00		38,569.21
03/14/2025	DD1115	Ristow, Seth E.	Direct Deposit	0.00		38,569.21
03/14/2025	DD1116	Wanous, Richard M.	Direct Deposit	0.00		38,569.21
03/14/2025	EFT-792	HSA Bank	41-1385530		1,492.00	37,077.21
03/14/2025	EFT-793	Minnesota Revenue	7694248		1,051.00	36,026.21
03/14/2025	EFT-794	MSRS	Employee Elective		1,229.00	34,797.21
03/14/2025	EFT-795	PERA	9103-00		3,396.42	31,400.79
03/14/2025	EFT-796	US Treasury IRS	41-1385530		5,774.98	25,625.81
03/17/2025	3752	Carver County	March Insurance Premium		10,965.91	14,659.90
03/17/2025	3751	Lawson Products, Inc.	Invoice #9312299751		445.99	14,213.91
03/18/2025			Deposit - Online Tree Orders	57.96		14,271.87
03/19/2025			Deposit - Online Tree Orders	125.62		14,397.49
03/20/2025	2025-06		2025-122 CANCELED		207.00	14,190.49
03/20/2025			Deposit - Online Tree Orders	96.49		14,286.98
03/21/2025			Deposit - Online Tree Order	67.67		14,354.65
03/24/2025			Deposit - Online Tree Order	82.23		14,436.88
03/25/2025			Funds Transfer-461516846	35,000.00		49,436.88
03/26/2025			Deposit - Online Tree Orders	295.55		49,732.43
03/27/2025			Deposit - Online Tree Order	106.51		49,838.94
03/28/2025		QuickBooks Payroll Service	Created by Payroll Service on 03/24/2025		17,219.04	32,619.90
03/31/2025	DD1117	Brockoff, Felicia L.	Direct Deposit	0.00		32,619.90
03/31/2025	DD1118	Datres, Benjamin R.	Direct Deposit	0.00		32,619.90
03/31/2025	DD1119	Genelin, Thomas M.	Direct Deposit	0.00		32,619.90
03/31/2025	DD1120	Meiller, Terry J.	Direct Deposit	0.00		32,619.90
03/31/2025	DD1121	Polster, Tyler J.	Direct Deposit	0.00		32,619.90
03/31/2025	DD1122	Ristow, Seth E.	Direct Deposit	0.00		32,619.90
03/31/2025	DD1123	Wanous, Richard M.	Direct Deposit	0.00		32,619.90
03/31/2025	3753	Lynch, Michael J.	Q1		282.67	32,337.23
03/31/2025	3754	Sons, Jeffrey R.	Q1		375.71	31,961.52
03/31/2025	DD1124	Zabel, Mark A.	Direct Deposit	0.00		31,961.52
03/31/2025	DD1125	Zbinden, Marcus R.	Direct Deposit	0.00		31,961.52
03/31/2025	EFT-797	HSA Bank	41-1385530		1,492.00	30,469.52
03/31/2025	EFT-798	Minnesota Revenue	7694248		1,051.00	29,418.52
03/31/2025	EFT-799	MSRS	Employee Elective		1,229.00	28,189.52
03/31/2025	EFT-801	US Treasury IRS	41-1385530		5,920.58	22,268.94
03/31/2025	EFT-800	PERA	9103-00		3,616.42	18,652.52
03/31/2025	2025-07		2025-116 (Order 2) CANCELED		49.50	18,603.02
03/31/2025			Deposit - Online Tree Orders	101.35		18,704.37
03/31/2025	2025-08	MN Dept. of Rev. Sales Tax	Q1-2025 Sales Tax Due		1,587.00	17,117.37
03/31/2025			Interest	0.50		17,117.87
Total 1000 Checking-Security Bank				74,422.93	73,982.06	17,117.87
1100 Savings-Security Bank						337,823.51
03/10/2025			Funds Transfer-459668360		35,000.00	302,823.51
03/25/2025			Funds Transfer-461516846		35,000.00	267,823.51
03/31/2025			Interest	362.75		268,186.26
Total 1100 Savings-Security Bank				362.75	70,000.00	268,186.26
1110 Member Savings-SouthPoint						10.30

Carver Soil & Water Conservation District

Treasurer's Report

As of March 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
		Total 1110 Member Savings-SouthPoint				10.30
		1150 Savings Citizens NYA				81,549.15
03/31/2025			Interest	100.54		81,649.69
		Total 1150 Savings Citizens NYA		100.54	0.00	81,649.69
		1200 Investments CD's				534,153.63
		12.SPCU**024 (4.6%-04/15/2025)				108,876.40
		Total 12.SPCU**024 (4.6%-04/15/2025)				108,876.40
		12.SPCU**871 (4.9%-05/22/2025)				106,873.77
03/31/2025	2025-09		Interest Earned on CD	2,645.20		109,518.97
		Total 12.SPCU**871 (4.9%-05/22/2025)		2,645.20	0.00	109,518.97
		12.SB&T*096 (4.29%-07/13/2025)				54,509.68
		Total 12.SB&T*096 (4.29%-07/13/2025)				54,509.68
		12.SB&T*254 (4.25%-08/07/2025)				157,522.65
		Total 12.SB&T*254 (4.25%-08/07/2025)				157,522.65
		12.ONB**968 (4.3%-09/03/2025)				106,371.13
		Total 12.ONB**968 (4.3%-09/03/2025)				106,371.13
		Total 1200 Investments CD's		2,645.20	0.00	536,798.83
TOTAL				77,531.42	143,982.06	903,762.95



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Treasurer's Monthly Report Program Summary - March 2025

	Cash Balance <u>2/28/2025</u>	<u>Receipts</u>	<u>Disbursements</u>	Cash Balance <u>3/31/2025</u>
<u>Funds</u>				
BWSR CRP Incentive Grant	\$20,000.00			\$20,000.00
BWSR Buffer Implementation	\$29,538.71		\$8,089.44	\$21,449.27
BWSR Conservation Delivery	\$0.00			\$0.00
BWSR District Capacity	\$47,995.00			\$47,995.00
BWSR Soil Health Cost-Share	-\$20,000.00			-\$20,000.00
BWSR State Cost Share	\$48,370.00			\$48,370.00
BWSR WBIF (Waconia & Eagle)	\$5,393.15			\$5,393.15
SWCD Operating Funds	\$729,894.73	\$7,531.42	\$65,892.62	\$671,533.53
District Escrow	\$109,022.00			\$109,022.00
TOTAL	\$970,213.59	\$7,531.42	\$73,982.06	\$903,762.95

<u>Use of Cash</u>				
1000 Checking Security Bank	\$16,677.00	\$74,422.93	\$73,982.06	\$17,117.87
1100 Savings-Security Bank	\$337,823.51	\$362.75	\$70,000.00	\$268,186.26
1110 Savings-South Point CU	\$10.30			\$10.30
1150 Savings-Citizens NYA	\$81,549.15	\$100.54		\$81,649.69
1200 Investments CD's	\$534,153.63	\$2,645.20		\$536,798.83
TOTAL	\$970,213.59	\$77,531.42	\$143,982.06	\$903,762.95

Carver SWCD Board Treasurer

Date

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

As of March 31, 2025

	<u>Mar 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	17,117.87
1100 Savings-Security Bank	268,186.26
1110 Member Savings-SouthPoint	10.30
1150 Savings Citizens NYA	81,649.69
1200 Investments CD's	536,798.83
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Total Checking/Savings	903,762.95
Accounts Receivable	
1300 Accounts Receivable	3,575.00
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Total Accounts Receivable	3,575.00
Other Current Assets	
1310 Due From Other Government	12,000.00
1350 Interest Receivable	2,106.48
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Total Other Current Assets	14,106.48
Total Current Assets	921,444.43
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TOTAL ASSETS	921,444.43
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Sales Tax Payable	-1.70
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	21,449.27
2405 Cost-Share	48,370.00
2409 CRP Incentive P25-0452	20,000.00
2406 District Capacity Funds	47,995.00
2407 Soil Health Grants	-8,000.00
2408 WBIF Grants	5,393.15
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Total 2400 Unearned-Deferred Revenue	135,207.42
Total Other Current Liabilities	135,205.72
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Total Current Liabilities	135,205.72
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Total Liabilities	135,205.72
Equity	
3000 FUND BALANCE	847,382.08
Net Income	-61,143.37
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Total Equity	786,238.71
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TOTAL LIABILITIES & EQUITY	921,444.43
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Carver Soil & Water Conservation District**Budget vs. Actual**

January through March 2025

	<u>Jan - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4000 Intergovernmental County				
4010 Annual Allocation	143,415.50	573,581.00	-430,165.50	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	<u>143,415.50</u>	<u>601,081.00</u>	<u>-457,665.50</u>	<u>23.9%</u>
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	0.00	12,500.00	-12,500.00	0.0%
4120 MCD, MACD Revenue	4,994.89	35,000.00	-30,005.11	14.3%
Total 4100 Intergovernmental Local	<u>4,994.89</u>	<u>47,500.00</u>	<u>-42,505.11</u>	<u>10.5%</u>
4200 Intergovernmental State				
4212 SWCD Aid	0.00	133,000.00	-133,000.00	0.0%
4211 WBIF Grants	0.00	230,000.00	-230,000.00	0.0%
Total 4200 Intergovernmental State	<u>28,412.38</u>	<u>363,000.00</u>	<u>-334,587.62</u>	<u>7.8%</u>
4300 Charges for Services				
4320 Great Plains Drill Rental	0.00	7,500.00	-7,500.00	0.0%
4330 Tree & Native Seed Sales	20,387.15	27,000.00	-6,612.85	75.5%
Total 4300 Charges for Services	<u>20,387.15</u>	<u>34,500.00</u>	<u>-14,112.85</u>	<u>59.1%</u>
4400 Interest Earnings	2,645.20	17,500.00	-14,854.80	15.1%
4500 Miscellaneous Revenues	28.50	7,500.00	-7,471.50	0.4%
Total Income	<u>199,883.62</u>	<u>1,071,081.00</u>	<u>-871,197.38</u>	<u>18.7%</u>
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	160,764.67	621,222.00	-460,457.33	25.9%
5102 Payroll Fees	274.25	1,000.00	-725.75	27.4%
5103 SWCD - FICA/Medicare	11,388.80	47,523.00	-36,134.20	24.0%
5104 SWCD - Insurance Ben.	29,494.62	150,000.00	-120,505.38	19.7%
5105 SWCD - PERA & DCP	11,745.03	46,592.00	-34,846.97	25.2%
5106 MN Paid Leave Law	0.00	7,455.00	-7,455.00	0.0%
Total 5100 Personnel Services	<u>213,667.37</u>	<u>873,792.00</u>	<u>-660,124.63</u>	<u>24.5%</u>
5200 Other Services & Charges				
5201 Dues	7,881.37	9,000.00	-1,118.63	87.6%
5202 Education & Promotion	32.79	2,500.00	-2,467.21	1.3%
5203 Employee Expense	795.58	3,500.00	-2,704.42	22.7%
5204 Equipment Repairs	0.00	1,000.00	-1,000.00	0.0%
5205 MCIT Insurance Coverage	14,102.00	14,000.00	102.00	100.7%
5206 Mileage	196.00	2,000.00	-1,804.00	9.8%
5207 Office Operations/Misc.	1,436.41	7,500.00	-6,063.59	19.2%
5208 Professional Services	0.00	5,000.00	-5,000.00	0.0%
5209 Supervisor Expenses	0.00	1,500.00	-1,500.00	0.0%
5220 Vehicle/Equipment Expenses	803.41	6,000.00	-5,196.59	13.4%

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

January through March 2025

	<u>Jan - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 5200 Other Services & Charges	25,247.56	52,000.00	-26,752.44	48.6%
5300 Supplies - Office & Field	28.98	3,500.00	-3,471.02	0.8%
5400 Capital Outlay	10,970.06	20,000.00	-9,029.94	54.9%
Total 5000 District Operations	249,913.97	949,292.00	-699,378.03	26.3%
6000 Project Expenses				
6200 State Projects	10,686.90	71,789.00	-61,102.10	14.9%
6000 Project Expenses - Other	0.00	50,000.00	-50,000.00	0.0%
Total 6000 Project Expenses	11,113.02	121,789.00	-110,675.98	9.1%
Total Expense	261,026.99	1,071,081.00	-810,054.01	24.4%
Net Income	<u>-61,143.37</u>	<u>0.00</u>	<u>-61,143.37</u>	<u>100.0%</u>

Carver County Soil and Water Conservation District
Board of Supervisors
Resolution No. 019-2025

A Resolution to Declare Vacancy in the District #1 Supervisor Seat

WHEREAS, on March 16, 2025, Carver County SWCD Board Supervisor Stanley Wendland for District #1 passed away; and

WHEREAS, the current term of the seat for the District 1 Supervisor on the Carver County SWCD Board will expire on December 31, 2026 and the subsequent term of office will commence on January 1, 2027 with the District #1 seat being filled for that subsequent term by the general election held on November 3, 2026; and

WHEREAS, by application of Minnesota Statutes section 103C.305, Subd. 6, the Carver County SWCD Board of Supervisors is required to fill the vacancy in the District #1 seat by appointment and the supervisor so appointed will hold office until January 1, 2027.

WHEREAS, Carver County SWCD Supervisor District #1 represents the following areas in Carver County:

- Chanhassen Precinct 4.
- Chanhassen Precinct 6.
- Chaska Ward 3.
- Chaska Ward 4.

NOW THEREFORE BE IT RESOLVED that the Carver County Soil and Water Conservation District Board of Supervisors declares a vacancy in the District #1 seat on the Board effective with the passage of this resolution.

BE IT FURTHER RESOLVED that the Carver County Soil and Water Conservation District Board of Supervisors directs the District Manager to advertise the vacancy and to conduct an application process to allow for the Board to select and to appoint a person to the seat of District #1 Supervisor for the remainder of the term which expires December 31, 2026.

Adopted by the Carver County Soil and Water Conservation District Board of Supervisors this 17th day of April, 2025.

Mark Zabel
SWCD Board Chair

Attest:

Mike Wanous
SWCD District Manager



MASWCD

Minnesota Association of Soil and Water Conservation Districts

100 Empire Drive, St. Paul, MN 55103 | 651-690-9028 | www.maswcd.org

PRESIDENT

CHARLES RAU
Rice, MN
(320) 493-9503

VICE PRESIDENT & SE AREA 7 DIRECTOR

RANDY SMITH
Adams, MN
(507) 438-4570

SECRETARY/TREASURER & NE AREA 3 DIRECTOR

JAKE JANSKI
Milaca, MN
(320) 241-0728

NW AREA 1 DIRECTOR

RANDY SCHELLACK
Glyndon, MN
(701) 238-8121

WC AREA 2 DIRECTOR

TOM GREGORY
Kimball, MN
320-398-7312

METRO AREA 4 DIRECTOR

JOHN RHEINBERGER
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STEFANIE MARTINEZ
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Date: April 3, 2025
To: Minnesota Soil and Water Conservation Districts
From: Chuck Rau, MASWCD President
Subject: MASWCD Call for Resolutions – 2025 Resolution Process

Attached please find the following materials related to the 2025 MASWCD Resolutions Process:

- resolutions process guidelines, including sample resolution format and list of sunseting resolutions.

Please note:

- ⇒ The “therefore, be it resolved” in the resolution should state **an action or a policy position** that MASWCD should take **as it relates to the mission and work of SWCDs**. This will help with the post-convention resolution prioritization process.
- ⇒ All resolutions will need to include information on the potential workload impacts for MASWCD (budget, staffing, committee, services, etc.)
 - The intent is to encourage a comprehensive discussion on policy and program issues. The National Association of Conservation Districts also requests similar language for their resolutions.
- ⇒ Following local district board approval, **member district resolutions should be submitted to their designated June MASWCD area meeting for consideration and approval**. Visit [MASWCD Meetings & Events](#) to view area meeting information (*as it becomes available*).
- ⇒ **July 21 is the deadline for Area resolutions to be received by the MASWCD office.**

The MASWCD Policy Handbook is a compilation of standing MASWCD resolutions and is posted to the MASWCD web site ~ www.maswcd.org ~ on the Resolutions Process page.

If you have any questions, please do not hesitate to call me at (320) 493-9503, LeAnn Buck at (651) 690-9028 or your MASWCD Area Director. Thank you.

Enclosures.

MASWCD Resolutions Process Guidelines



MINNESOTA ASSOCIATION OF SOIL &
WATER CONSERVATION DISTRICTS (MASWCD)

RESOLUTIONS PROCESS GUIDELINES

The resolutions process is the means by which local SWCD Supervisors can identify soil and water conservation needs and issues and bring them before the membership of the Association for review and action at the MASWCD Annual Convention. The resolution process provides a forum for education and information to SWCD board members on statewide conservation issues. The resolutions also provide guidance and direction to the Board of Directors of the MASWCD and NACD.

In order to provide for an orderly process, the following steps shall be used.

1. Resolutions are to be **developed and passed first by a local district, and then must be submitted to and approved by the MASWCD Area Association of which that district is a member.** (*Policy adopted by MASWCD Board of Directors September 16, 2011*). An SWCD must be an MASWCD member in good standing in order to be eligible to submit a resolution. **It is important for a supervisor from the authoring SWCD to be in attendance at the Area meeting when the resolution is presented to explain the resolution and answer questions.**
2. All resolutions must be typed and in proper format – including clear identification of the originating district, contact person, and Area. Background information explaining the intent of the resolution can be submitted with the resolution and should be limited to one page.
 - In addition, each resolution must include information on the potential fiscal impact for MASWCD (budget, staffing, committee, etc.). (*Policy adopted by MASWCD Board of Directors Feb. 17, 2010.*)
3. In the year following the defeat of a resolution by member vote, no SWCD may submit an essentially identical resolution to the one defeated. (*Policy adopted by MASWCD Board of Directors Aug. 26, 2008.*)
4. The timeline for the resolution process is as follows:
 - June – District Resolutions submitted to Area Association meetings for consideration and approval
 - July 21 - Deadline for approved Area resolutions to be submitted to the MASWCD office.
 - Mid to End of August - MASWCD Board reviews packet.
 - September 15 - Packets sent to SWCDs for pre-convention balloting.
 - November 1 - Deadline for district pre-convention ballots to be submitted the MASWCD office.
5. In order to develop a uniform resolution packet, MASWCD will:
 - Only accept those resolutions submitted by July 21.
 - Only accept resolutions that are in proper format.
 - Eliminate those which are not related to MASWCD responsibilities.
 - Eliminate those which are the same as standing MASWCD resolutions.
 - Consolidate similar resolutions.
 - Edit and condense resolutions.

MASWCD will seek the consent of the authoring district.
6. In August the packet will go before the MASWCD Board of Directors for approval.
7. Resolutions will be duplicated and mailed to all SWCDs by September 15. This will give each SWCD adequate time to review all resolutions and to vote their position on each prior to the annual convention, using the pre-convention resolution ballot process.

MASWCD Resolutions Process Guidelines

8. The results of the pre-convention resolution ballot process will be distributed during the first general session of the annual convention. All resolutions needing further discussion, amendment, and/or action will also be presented. No action is taken at the first general session.
9. Resolutions needing further action will be brought before the membership for action during the second general session of the annual convention. This will provide additional time for convention delegates to study each proposed resolution.

REMINDER: Each member district submitting a resolution which is brought up for further action must continue their responsibility for the resolution and have a supervisor available to speak for it when it is brought before the membership.

10. The pre-convention resolution ballot process is a means to limit debate on the floor of the convention on resolutions for which the membership has a strong agreement for or against. Toward that end, the following will apply:
 - If 66 percent of all supervisors whose ballots are received vote to APPROVE a resolution, the resolution will be deemed as moved and seconded for adoption at the annual meeting.
 - If 66 percent of all supervisors whose ballots are received vote to DISAPPROVE a resolution, it will automatically be rejected, with no further action at the annual meeting.
 - If 34% of all supervisors whose ballots are received vote to BRING THE RESOLUTION TO THE CONVENTION FLOOR FOR FURTHER DISCUSSION OR AMENDMENT, it will be brought to the MASWCD annual meeting for further action. This provision overrides the first two, in the event that this condition and one of the above conditions are both met.

(Policy adopted by MASWCD Board of Directors March 24, 2009.)

11. If an EMERGENCY occurs and an SWCD feels an EMERGENCY RESOLUTION is necessary, the SWCD should contact the MASWCD Area Director and submit to him/her the emergency resolution. It is then the responsibility of the Area Director to carry forward the resolution to the MASWCD Board for action.
12. The following are criteria for an EMERGENCY RESOLUTION:
 - The issue or event is something that has taken place between the time resolutions are due in the MASWCD office and when they are acted upon at the convention.
 - The resolution deals with a natural disaster.
 - The issue or event must be acted upon before the beginning of the next resolution process.
 Final decisions regarding EMERGENCY RESOLUTIONS will be made by the MASWCD Board of Directors.
13. No resolutions will be accepted from the floor of the convention.
14. Area Directors should be consulted for information on deadlines for resolutions to be submitted at the Area level. All resolutions approved at the Area level must be received in the MASWCD office no later than July 21.
15. It is the policy of MASWCD to sunset resolutions after four years from adoption. Resolutions over two biennia (four years) may no longer be applicable or suitable for MASWCD to pursue, and new or revised legislative actions may be sought through the resolutions process annually. *(Policy adopted by MASWCD Board of Directors March 27, 2007)*

MASWCD Resolution Guidelines

RESOLUTION TITLE

WHEREAS, [insert statement of fact, finding or argument]; and

WHEREAS, [insert statement of fact finding or argument]; and

WHEREAS, [insert statement of fact, finding or argument].

THEREFORE, BE IT RESOLVED, that MASWCD [insert the action that should be taken and by whom, if not solely MASWCD].

BE IT FURTHER RESOLVED, [*if applicable* - insert additional action that should be taken and by whom].

WORKLOAD IMPACT STATEMENT. [insert 'high', 'medium' or 'low' for MASWCD workload estimates associated with resolution]

Considerations for workload levels include time and funds spent associated with:

- *Policy Development & Expertise*
- *District Member Program Development and Support*
- *External Alliances (Political: State or Federal)*
- *External Alliances (Agency/Partner Network)*
- *Communication & Outreach Strategies*
- *District Member Training*
- *Association Operational Costs (e.g. staff and/or board time, overhead, travel, committee expenses, services etc.)*

Submitted by: [name of SWCD]

Area Association: [e.g. NW Area 1]

Date adopted:

Reviewed by MASWCD Board of Directors

MASWCD Annual Convention

Date:

Date:

Action:

For further information, contact:

[insert name of Supervisor or SWCD manager, SWCD name, phone number, email address]

Background:

[optional, but helps explain intent behind resolution]

MASWCD Resolution Guidelines**RESOLUTIONS WHICH WILL SUNSET IN DECEMBER 2025**

The following resolutions became standing policy for MASWCD after being approved by the membership in December 2021. The resolutions will sunset in December 2025. For more information, including the full text of the resolutions and action taken to date, please visit the “Resolutions Process” page on the MASWCD web site (www.maswcd.org).

2021 Resolution Number and Title	
1	Minnesota Wetland Conservation Agency Coordination
4	Job Approval Authority Coordination
5	Public Water Inventory Map Re-Addition Public Hearings
6	Outdoor Heritage Funds for Private Shoreline Projects
7	BWSR Continued Forestry Support
8	Private Forest Management MOU and BWSR Forest Conservation Program
9	Local-State-Federal Partnership on Forestry in Minnesota
11	Cost Sharing for Removal of Tile Intakes
12	Climate-Smart Agriculture
13	Right of Way Vegetative Management
14	Increased Payment Rate for Easement Delivery



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: April 17, 2025

Prepared by: Seth Ristow

PURPOSE/ACTION REQUESTED:

Review and approve pollinator cost share application for the Bartusch project.

SUMMARY:

A pollinator cost share application has been received from the Bartusch Joint Trusts at 6360 Near Mountain Boulevard, Chanhassen. They are proposing to replace 280 square feet of turf lawn to pollinator habitat. The area is located along the back fence line of the property. Mustard Seed Landscaping will be doing the prep work as well as the seeding and establishment of the pollinator planting. The applicant will also be applying to RPBCWD Stewardship Grant Program as well. A funding decision has yet to be made by RPBCWD.

STAFF RECOMMENDATION:

Staff recommends approval of the project as presented - \$560 total.

EXPLANATION OF FISCAL/FTE IMPACT:

Included in current budget, District Capacity Funds

Supporting Documents:

Project fact sheet

Previous Board Action:

None



Practice:

Pollinator Habitat, Turf Replacement

Benefits:

- Improves infiltration
- Provides Pollinator Habitat

Size:

280 SF

Watershed:

RPBCWD

Installation:

Spring 2025

Funding Source:

District Capacity Grant

Total Project Cost:

\$3,079

Cost-Share Requested:

\$560

Bartusch Pollinator Habitat

6360 Near Mountain Blvd.
Chanhassen, MN 55317



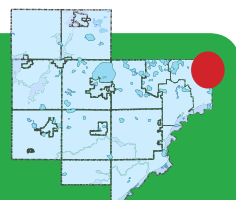
Project Description:

The landowner contracted Mustard Seed Landscaping to create a design and proposal to remove turf in backyard and convert it to pollinator habitat.

They plan to kill off turf, till, spray again, and then seed a pollinator mix. They will be converting a 280 square foot area along fence line. They also plan to convert turf area next to pollinator habitat to a pollinator friendly lawn.

This will be a nice example of turf conversion to native habitat. Recommend funding at the maximum amount of \$560 dollars per the \$2 per square foot.

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



Carver SWCD Monthly Report

April 2025

Mike Wanous – District Manager

- Final conservation easement has been recorded for the Watertown Wetland bank project, assist County staff with the process and credit deposit form.
- Worked on details for the vacancy of supervisor district 1, summary to county attorney office, resolution for board to consider.
- Outline of materials for county board work session regarding drainage ditch maintenance.
- Meetings with county staff regarding finding a fix for the Salem Ave culvert.
- ETA reporting for Q1 of 2025
- Assist landowners with drainage and tile questions
- Meetings – WMO CAC mtg, MASWCD Area 4 mtg, WBIF MCWD mtg, CROW TAC mtg

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed March Treasurer's Report, semi-monthly payroll and made liability payments. Uploaded payroll ledgers into OnBase. Completed all quarter end forms for IRS, MnDOR, and MNUI. Reported and paid sales tax for Q1.
- Administrative: Updated the 2025 resolutions document. Prepared Minutes from March Board meeting, put April Agenda packets together and posted online. Send updated EDP (equipment) list to MCIT for insurance purposes. Got my new laptop installed, and QuickBooks was updated to the newest version. In true QuickBooks form, there were some issues that we hopefully have all resolved now.
- Education: slowing working on website items, learning the new format.
- Trees: still recording tree receipts, reconciling online payments, and updating tree order spreadsheet daily. Prepared the tree hand out information sheet, and hard copy mailed to all customers. Also posted notice online. Prepared and printed tree tags for each order, will compile them at home over the next couple weeks.

Terry Meiller – Resource Conservationist

- State Cost-share/EQIP: EQIP design review/Follow up with Engineer & landowner (meeting) re: grade stabilization project in Dahlgren Twsp. Meeting in Waconia with NRCS staff and landowner for additional review and discussion regarding grade stabilization design alternatives. Tech assistance for grade stabilization proposal in Laketown Twsp (collected & discuss submitted bids to date, follow up with landowner & NRCS staff). Project stakeout, pre-con meeting, construction inspections for WASCB project in Camden Twsp.
- Eagle SWA: Landowner meetings to discuss BMP proposals for WASCB project(s) adjacent to Eagle Lake. Site survey(s), preliminary design work for concept plans completed.
- Ditches: CD4 field survey for Salem Ave. culvert details.
- Misc: Assist WMO staff with stream modeling project. Set benchmarks as stream locations for field surveys. Waconia Twsp assistance for culvert project on North Shore Road (surveys, permitting assistance, etc.). CRP burn plan writing (2 landowners).

Seth Ristow – Resource Conservation Technician

- Attended Annual 3 day Pollinator Summit (Great speakers)
- Learned about RPBCWD new recording system for site visit request and site visit summaries
- Reviewed Tom's project scoring metrics for existing projects
- Conducted site visits for various cost share programs (4 visits)
- Reviewed RPBCWD Stewardship Grant Applications (2 apps)

- Worked with team on presentation for our Pollinator workshop on April 10th
- Met with Natural Shore Tech and Tim to tour and discuss maintenance projects around the government center
- Reviewed flyer for our pollinator workshop
- Created annual report for 2024
- Reviewed maintenance plan for Stewardship Grant Program project
- Conducted weekly plan review with the WMO
- Reviewed native seeding project on shoreline for city of Waconia variance

Tom Genelin – Senior District Technician

- Meetings/Plan Review:
 - Carlson Bluffs (Chaska) spring start up meeting
 - Victoria Ridge Utility pre-construction meeting
 - NYA 2025 Street Improvements ESC plan review
 - Waconia Goodwill ESC plan review
 - Mayer Dollar General ESC plan review
 - Victoria Mass Grading ESC plan review
 - Completed University of Minnesota Design of Construction SWPPP recertification course.
- Site inspections:
 - New Creations Childs Care (Waconia) site inspection for final approval
 - Winkler's Crossing (Cologne) site inspection for ESC BMPs
 - Rivertown Heights (Chaska) site inspection for ESC BMPs
 - Carlson Bluffs (Chaska) site inspection for ESC BMP conditions
 - The Cove (Watertown) site inspection for ESC BMP conditions
 - The Preserve (Carver) site inspection for ESC BMP conditions
 - Timber Creek (Carver) site inspection for ESC BMP conditions
 - Creekside Park (Carver) site inspection for ESC BMPs
 - Oak Creek (Chaska) site inspection for ESC BMP conditions
 - Ensconced Woods (Chaska) site inspection for ESC BMP conditions
 - Waterford (Waconia) inspection for ESC BMP conditions
 - Orchard Park (Waconia) inspection for ESC BMP conditions
 - The Fields (Waconia) inspection for ESC BMP conditions
 - Woodland Creek 5th (Waconia) inspection for ESC BMP conditions

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Zellmann-Concept restoration plan revised to include restoration opportunities on the neighboring Philp easement. Updating payment worksheet and other easement details with BWSR staff.
 - Philp RIM/WRP- NRCS meeting discussing additional wetland restoration opportunities along the property line, made possible due to the Zellmann easement. BWSR/RIM to take the lead.
 - WAHIBO RIM/WRP- outlet cleanout- beaver issues.
 - 2 RIM site visits. Working with landowners to come up with a management plan for overgrowth and maintenance needed
- Buffers: Starting 2025 aerial review for buffer compliance
- Misc:

- Eagle Lake WASCOB design practice with Terry. Running through the engineering design program. Surveying the new embankment location.
- State Cost-Share- Water and Sediment basin construction oversight.
- WCA- Schultz excavation site visit
- Trainings:
 - Half Day in person RIM training in St. Cloud.
 - AgLearn- 4 trainings completed. Working towards Level 1 Conservation Planner

Tyler Polster – District Technician

- WCA
 - Mayer
 - Conducted site visit for possible wetland impacts. No violation found, homeowner was doing work under guidance from the City if Mayer by unplugging drainage easement/culvert.
 - Reviewed wetland bank annual monitoring report. TEP meeting scheduled in the future for credit deposit request.
 - WMO
 - Conducted site visit for possible un-permitted tile installation near Watertown. After conferring with WMO staff, no violation was found.
 - Site visit with Terry to NE corner of Lake Waconia to determine permitting needs for township to fix a culvert under North Shore Rd after extensive ice heave damage.
 - Reviewed WCA application for commercial property in Laketown township.
 - TEP added comments and forwarded to applicant to address on their application.
 - Chanhassen
 - Attended TEP meeting to discuss ongoing strategies for a WCA/stormwater permit for a residential development.
- Misc
 - Met with landowner in NYA to discuss turf replacement and other native planting ideas and strategies.
 - Designed and presented new windbreak ideas with landowner near Carver. Landowner recently purchased land around his house and was wondering best ways to successfully grow a brand-new windbreak.
 - Met with homeowner in Waconia to look at tree health. He had a few Colorado Blue Spruces that are dying near the road and looking at options to remove and replace. He also wants to add some native gardens around his property.
 - Assisted Ben in cleaning out Wahibo Marsh.