



11360 Highway 212 STE 6
Cologne, MN 55322
(952) 466-5230 | carverswcd.org

Carver SWCD Board Meeting Minutes – January 16, 2025

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

Board Members Present:

Member, Michael Lynch
Member, Jeffrey Sons
Member, Mark Zabel (*arrived at 8:15 a.m.*)
Member, Marcus Zbinden

Board Members Absent:

Member, Stanley Wendland

SWCD Staff Present:

District Manager, Mike Wanous
Admin. & Finance Spec., Felicia Brockoff
Landscape Restoration Spec., Seth Ristow

Others Present:

Carver County WMO, Madeline Seveland (*arrived at 8:35 a.m.*)
Carver County Green Corps Member, Tom Lloyd
FSA Program Analyst, Olivia Vinkemeier
NRCS Team Lead, Chris Schmidt
NRCS Soil Conservation Technician, Cindy Hoffmann

The oath of office was taken by Supervisors Michael Lynch (District 4) and Marcus Zbinden (District 2) at this time.

1. Call to Order.

District Manager, Mike Wanous, called the meeting to order at 8:05 a.m.

Since Supervisor Zabel was not at the meeting yet, it was decided to start with the Agency Reports.

2. Agency Reports

- a. NRCS report – Cindy reported there were 14 EQIP applications for Carver County that made it through the ranking process. No applications were received for the Act Now program, high tunnel funding. Staff are certifying completed practices for existing projects under the CSP program and making payments. Four applications were also received by the December 15 deadline and will be ranked before the March 21 deadline. There has been no new activity for CRP. She also mentioned Steve Braeker, the District Conservationist in LeCenter, retired December 31.

Chris reported that he will be working in the LeCenter office a lot more, since the staff there is new. He mentioned Eleanor Berg who was hired by Pheasants Forever as a wildlife biologist, is housed in the LeCenter office. She can assist any county in the southeast field operations area. The Faribault office has recently moved into their new building, after about a year of not being in a permanent workspace. There is still no new Farm Bill, so USDA is basically operating status quo.

- b. FSA report – Olivia reported FSA would like to remind producers who buy, sell, or rent different land should notify their office as soon as possible. She reported signup for the 2025 Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) program is January 21 through April 15. The

sign up for Dairy Margin Coverage (DMC) Program is January 29 to March 31. The next County Committee Meeting will be held February 11 at 9:00 AM.

- c. Carver County report – will be given when Madeline arrives.

3. Nominations and election for Chair, Vice Chair, and Secretary/Treasurer for 2025.

Manager Wanous opened the nominations for Chair at this time. Zbinden nominated Zabel as the Chair. With no other nominations or objections, Zabel is the 2025 Carver SWCD Chair by acclamation. Zabel took over the meeting and opened the nominations for Vice Chair. Sons nominated Zbinden as the Vice Chair. With no other nominations or objections, Zbinden is the 2025 Carver SWCD Vice Chair by acclamation.

Zabel opened the nominations for Secretary/Treasurer. Zbinden nominated Sons as the Secretary/Treasurer. With no other nominations or objections, Sons is the 2054 Carver SWCD Secretary/Treasurer by acclamation.

4. Public Comments – None.

5. Agenda Review and Adoption.

Resolution 001-2025: Zbinden moved, Sons seconded, to approve the January 16, 2025, Board Meeting Agenda as printed. Roll call vote: Lynch-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

6. Organizational Meeting Items.

- a. Operating Rules for 2025. The new SWCD website has been added to page 6. Mike also reported that as of yesterday, the Carver County Leaders group will be dissolved. That standing committee will be stricken from the Operating Rules.
- b. *Resolution 002-2025:* Zbinden moved, Lynch seconded to keep the Supervisors compensation policy the same as it was in 2024. Roll call vote: Lynch-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.
- c. *Resolution 003-2025:* Zbinden moved, Sons seconded to set the 2025 mileage rate a \$0.70 per mile. Roll call vote: Lynch-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.
- d. *Resolution 004-2025:* Sons moved, Lynch 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 2025 depository designations.
- e. Chair Zabel made the following appointments to the standing SWCD committees:
 - 1. Personnel Committee – Zabel, Zbinden
 - 2. Metro Conservation District's Committee – Zbinden; Lynch alt.
 - 3. Education Committee – Sons, Wendland
 - 4. Budget Committee – Sons, Zbinden
 - 5. WMO Advisory Committee – Zbinden; Wendland alt.
 - 6. South Fork Crow River 1W1P –Zabel; Lynch alt.

7. Consent Agenda Items

Resolution 005-2025: Sons moved, Zbinden seconded to approve the following consent agenda items:

- a. Approval of December 19, 2024 Board Meeting Minutes
 - b. Acceptance of the December 2024 Treasurer's Report
- Roll call vote: Lynch-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

8. Regular Agenda Items

- a. Resolution 006-2025: Lynch moved, Sons seconded to pay the MCIT annual insurance renewal, total cost of \$14,102. Roll call vote: Lynch-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.
- b. Resolution 007-2025: Sons moved, Zbinden seconded to pay MASWCD annual dues, \$7,431.37; and submit \$100 to NACD for the 2025 conservation investment. Roll call vote: Lynch-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

2. Agency Reports (cont.)

- c. Carver County Report – Madeline introduced Tom Lloyd, who has been hired as the 11-month GreenCorps position. His position is through the AmeriCorps program, a national program that is run through the Minnesota Pollution Control Agency (MPCA). Tom gave the Board a presentation on the three main areas that he plans to work on over the next 11 months, which included native plant cost-share education, chloride education and pollution prevention, and finally a best management practices inventory for cost-shared sites.

9. SWCD Board Committee & SWCD Staff Monthly Reports

- a. Personnel Committee (Zabel, Zbinden) – Felicia's 31-year anniversary with the SWCD was on December 28.
- b. Metro Conservation District's (MCD) Committee (Zbinden; Lynch alt.) – did not meet.
- c. Education & Outreach Committee (Sons, Wendland) – Felicia asked the Supervisors what type of contact information each Supervisor would like to have on the new website. She will send the phone numbers and email addresses to Brettworks to update.

Sons would like to see some educational items being sent out to Carver County landowners about Wild Parsnip before it starts blooming this spring. Mike asked Madeline about Wild Parsnip education that may have been done through her education efforts, but Madeline reported it has been very sporadic. Cindy also reported that she has been discussing the injection option to quarantine ash trees from Emerald Ash Borer with producers. Chair Zabel stated he was not in favor of the injections for ash trees, due to the harmful effects neonicotinoids have on other bugs and plants.

- d. Budget Committee (Sons, Zbinden) – did not meet.
- e. WMO Advisory Committee (Zbinden; Wendland alt.) – did not meet.
- f. South Fork Crow River 1W1P (Zabel; Lynch alt.) – Nothing to report.
- g. The SWCD staff monthly progress report was presented and discussed.

10. Board of Supervisors Announcements

- a. Chair Zabel reported that the BWSR soil health program is on the Docket to be approved at next Wednesday's BWSR board meeting. There is \$150,000 available for 70 SWCD's that meet the minimum criteria that at least 30% of the County is agricultural land. There is also a webinar scheduled for January 21 to provide information about the program.
- b. Upcoming meetings/events:
 - January 20 – Martin Luther King Jr. birthday observed, SWCD office closed
 - February 17 – Presidents Day, SWCD office closed
 - February 20 – SWCD Board meeting, 8:00 AM (Supervisor Lynch will be absent)

11. Adjourn

Resolution 008-2025: Burandt moved, Sons seconded to adjourn the meeting at 9:41 a.m. Roll call vote: Burandt-aye; Sons-aye; Wendland-absent; Zabel-aye; Zbinden-aye. Motion carried.

Next Board Meeting: Thursday, January 16, 2025, at 8:00 AM
Location: Public Works Headquarters, Conference Room 1
11360 Highway 212, Cologne, MN 55322

Approved: _____ Date signed: February 20, 2025
Secretary/Treasurer

Carver Soil & Water Conservation District

Treasurer's Report

As of January 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						37,911.47
01/02/2025	3727	Eichner Farms LLC	Cover Crop Incentive		8,000.00	29,911.47
01/02/2025			Deposit-Online Tree Orders	222.73		30,134.20
01/07/2025			Deposit-Online Tree Orders	683.04		30,817.24
01/08/2025			Deposit-Online Tree Orders	193.59		31,010.83
01/09/2025			Deposit-Online Tree Orders	145.04		31,155.87
01/10/2025			Deposit-Online Tree Orders	115.92		31,271.79
01/13/2025	3729	Elan Financial Services	1335		63.47	31,208.32
01/13/2025	3730	HSA Bank	#W594774 December Fees		12.50	31,195.82
01/13/2025	3731	NCPERS Group Life Ins.	910300-012025		16.00	31,179.82
01/13/2025			Deposit-Online Tree Orders	319.82		31,499.64
01/13/2025			Funds Transfer-452347820	20,000.00		51,499.64
01/14/2025		QuickBooks Payroll Serv...	Created by Payroll Service on 01/09/2025		18,263.80	33,235.84
01/14/2025			Deposit-Online Tree Orders	747.37		33,983.21
01/15/2025	DD1082	Brockoff, Felicia L.	Direct Deposit	0.00		33,983.21
01/15/2025	DD1083	Datres, Benjamin R.	Direct Deposit	0.00		33,983.21
01/15/2025	DD1084	Genelin, Thomas M.	Direct Deposit	0.00		33,983.21
01/15/2025	DD1085	Meiller, Terry J.	Direct Deposit	0.00		33,983.21
01/15/2025	DD1086	Polster, Tyler J.	Direct Deposit	0.00		33,983.21
01/15/2025	DD1087	Ristow, Seth E.	Direct Deposit	0.00		33,983.21
01/15/2025	DD1088	Wanous, Richard M.	Direct Deposit	0.00		33,983.21
01/15/2025	EFT-771	HSA Bank	41-1385530		1,492.75	32,490.46
01/15/2025	EFT-772	Minnesota Revenue	7694248		1,248.00	31,242.46
01/15/2025	EFT-773	MSRS	Employee Elective		1,229.00	30,013.46
01/15/2025	EFT-774	PERA	9103-00		4,004.63	26,008.83
01/15/2025	EFT-775	US Treasury IRS	41-1385530		6,577.82	19,431.01
01/15/2025			Deposit-Online Tree Orders	770.73		20,201.74
01/16/2025			Deposit-Online Tree Orders	145.04		20,346.78
01/17/2025			Deposit-Online Tree Orders	115.92		20,462.70
01/22/2025	3732	MCIT	20447R Member ID 2310		14,102.00	6,360.70
01/22/2025	3733	MASWCD	2025 Dues		7,431.37	-1,070.67
01/22/2025			Funds Transfer-453463998	50,000.00		48,929.33
01/22/2025	3734	NACD	2025 Dues		100.00	48,829.33
01/22/2025	3735	MN DNR License Center	Polaris Ranger Registration Renewal		66.00	48,763.33
01/22/2025	3736	Sibley County Recorder	Notary Public Commission Recording Fee		20.00	48,743.33
01/22/2025			Deposit-Trees	870.00		49,613.33
01/22/2025	3737	Waconia Postmaster	Permit #9 Non-profit Renewal		350.00	49,263.33
01/22/2025	3738	BWSR	P22-5669 C/S Return Funds		2,686.90	46,576.43
01/23/2025		QuickBooks Payroll Serv...	Created by Direct Deposit Service on 01/22/2...		1.75	46,574.68
01/23/2025			Deposit-Online Tree Orders	1,813.05		48,387.73
01/24/2025	0125-INS	Carver County	January Insurance	0.00		48,387.73
01/24/2025	EFT-776	Carver County	PW-7006 & Jan-25 Insurance		11,128.29	37,259.44
01/24/2025			Deposit-Trees	295.00		37,554.44
01/27/2025			Deposit-Online Tree Order	174.48		37,289.92
01/28/2025			Deposit-Online Tree Orders	207.85		37,936.77
01/29/2025			Deposit-Online Tree Orders	523.14		38,459.91
01/30/2025		QuickBooks Payroll Serv...	Created by Payroll Service on 01/22/2025		16,498.27	21,961.64
01/30/2025			Deposit-Online Tree Order	53.10		22,014.74
01/30/2025			Deposit-Tree Orders	1,180.00		23,194.74
01/31/2025	DD1089	Brockoff, Felicia L.	Direct Deposit	0.00		23,194.74
01/31/2025	DD1090	Datres, Benjamin R.	Direct Deposit	0.00		23,194.74
01/31/2025	DD1091	Genelin, Thomas M.	Direct Deposit	0.00		23,194.74
01/31/2025	DD1092	Meiller, Terry J.	Direct Deposit	0.00		23,194.74
01/31/2025	DD1093	Polster, Tyler J.	Direct Deposit	0.00		23,194.74
01/31/2025	DD1094	Ristow, Seth E.	Direct Deposit	0.00		23,194.74
01/31/2025	DD1095	Wanous, Richard M.	Direct Deposit	0.00		23,194.74
01/31/2025	EFT-777	HSA Bank	41-1385530		1,491.25	21,703.49
01/31/2025	EFT-778	Minnesota Revenue	7694248		1,053.00	20,650.49
01/31/2025	EFT-779	MSRS	Employee Elective		1,229.00	19,421.49
01/31/2025	EFT-780	PERA	9103-00		3,576.42	15,845.07
01/31/2025	EFT-781	US Treasury IRS	41-1385530		5,765.20	10,079.87
01/31/2025			Interest	0.98		10,080.85
Total 1000 Checking-Security Bank				78,576.80	106,407.42	10,080.85
1100 Savings-Security Bank						324,360.11
01/03/2025			Deposit-Q1	143,415.50		467,775.61
01/13/2025			Funds Transfer-452347820		20,000.00	447,775.61
01/17/2025			Deposit-Bill Dunbar Project	1,804.00		449,579.61
01/22/2025			Funds Transfer-453463998		50,000.00	399,579.61

Carver Soil & Water Conservation District
Treasurer's Report
As of January 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
01/24/2025			Deposit-Ditches 2024	11,741.04		411,320.65
01/31/2025			Interest	516.09		411,836.74
		Total 1100 Savings-Security Bank		157,476.63	70,000.00	411,836.74
		1110 Member Savings-SouthPoint				10.30
		Total 1110 Member Savings-SouthPoint				10.30
		1150 Savings Citizens NYA				81,345.10
01/31/2025			Interest	100.29		81,445.39
		Total 1150 Savings Citizens NYA		100.29	0.00	81,445.39
		1200 Investments CD's				531,561.62
		12.ONB**528 (4.75%-4/3/25)				106,371.13
		Total 12.ONB**528 (4.75%-4/3/25)				106,371.13
		12.SPCU**024 (4.6%-4/15/2025)				108,876.40
		Total 12.SPCU**024 (4.6%-4/15/2025)				108,876.40
		12.SPCU**871 (4.9%-5/22/25)				106,873.77
		Total 12.SPCU**871 (4.9%-5/22/25)				106,873.77
		12.SB&T **096 (4.29%-07/13/25)				53,843.32
01/12/2025	2025-03		Interest Earned on CD - renewed for 6 mos. ...	666.36		54,509.68
		Total 12.SB&T **096 (4.29%-07/13/25)		666.36	0.00	54,509.68
		12.SB&T **254 (4.25%-08/07/25)				155,597.00
		Total 12.SB&T **254 (4.25%-08/07/25)				155,597.00
		Total 1200 Investments CD's		666.36	0.00	532,227.98
TOTAL				236,820.08	176,407.42	1,035,601.26



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

carverswcd.org

Treasurer's Monthly Report Program Summary - January 2025

	Cash Balance <u>12/31/2024</u>	<u>Receipts</u>	<u>Disbursements</u>	Cash Balance <u>1/31/2025</u>
<u>Funds</u>				
BWSR CRP Incentive Grant	\$20,000.00			\$20,000.00
BWSR Buffer Implementation	\$29,538.71			\$29,538.71
BWSR Conservation Delivery	\$0.00			\$0.00
BWSR District Capacity	\$53,481.04			\$53,481.04
BWSR Soil Health Cost-Share	-\$12,000.00		\$8,000.00	-\$20,000.00
BWSR State Cost Share	\$51,056.90		\$2,686.90	\$48,370.00
BWSR WBIF (Waconia & Eagle)	\$5,393.15			\$5,393.15
SWCD Operating Funds	\$718,696.80	\$166,820.08	\$95,720.52	\$789,796.36
District Escrow	\$109,022.00			\$109,022.00
TOTAL	\$975,188.60	\$166,820.08	\$106,407.42	\$1,035,601.26

<u>Use of Cash</u>				
1000 Checking Security Bank	\$37,911.47	\$78,576.80	\$106,407.42	\$10,080.85
1100 Savings-Security Bank	\$324,360.11	\$157,476.63	\$70,000.00	\$411,836.74
1110 Savings-South Point CU	\$10.30			\$10.30
1150 Savings-Citizens NYA	\$81,345.10	\$100.29		\$81,445.39
1200 Investments CD's	\$531,561.62	\$666.36		\$532,227.98
TOTAL	\$975,188.60	\$236,820.08	\$176,407.42	\$1,035,601.26

Carver SWCD Board Treasurer

2/20/2025

Date

Carver Soil & Water Conservation District
Balance Sheet
As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	10,080.85
1100 Savings-Security Bank	411,836.74
1110 Member Savings-SouthPoint	10.30
1150 Savings Citizens NYA	81,445.39
1200 Investments CD's	532,227.98
	<hr/>
Total Checking/Savings	1,035,601.26
Accounts Receivable	
1300 Accounts Receivable	9,909.89
	<hr/>
Total Accounts Receivable	9,909.89
Other Current Assets	
1310 Due From Other Government	12,000.00
1350 Interest Receivable	4,996.97
	<hr/>
Total Other Current Assets	16,996.97
Total Current Assets	<hr/> 1,062,508.12 <hr/>
TOTAL ASSETS	<u>1,062,508.12</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Sales Tax Payable	965.53
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	29,538.71
2405 Cost-Share	48,370.00
2409 CRP Incentive P25-0452	20,000.00
2406 District Capacity Funds	53,481.04
2407 Soil Health Grants	-8,000.00
2408 WBIF Grants	5,393.15
	<hr/>
Total 2400 Unearned-Deferred Revenue	148,782.90
Total Other Current Liabilities	<hr/> 149,748.43 <hr/>
Total Current Liabilities	<hr/> 149,748.43 <hr/>
Total Liabilities	149,748.43
Equity	
3000 FUND BALANCE	847,382.08
Net Income	65,377.61
	<hr/>
Total Equity	912,759.69
TOTAL LIABILITIES & EQUITY	<u>1,062,508.12</u>

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

January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
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	143,415.50	601,081.00	-457,665.50	23.9%
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	4,994.89	47,500.00	-42,505.11	10.5%
4200 Intergovernmental State				
4205 Cost-Share	2,686.90			
4207 Soil Health C/S	8,000.00			
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	10,686.90	363,000.00	-352,313.10	2.9%
4300 Charges for Services				
4320 Great Plains Drill Rental	0.00	7,500.00	-7,500.00	0.0%
4330 Tree & Native Seed Sales	12,886.92	27,000.00	-14,113.08	47.7%
Total 4300 Charges for Services	12,886.92	34,500.00	-21,613.08	37.4%
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	171,984.21	1,071,081.00	-899,096.79	16.1%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	55,202.23	621,222.00	-566,019.77	8.9%
5102 Payroll Fees	87.25	1,000.00	-912.75	8.7%
5103 SWCD - FICA/Medicare	3,928.01	47,523.00	-43,594.99	8.3%
5104 SWCD - Insurance Ben.	9,831.54	150,000.00	-140,168.46	6.6%
5105 SWCD - PERA & DCP	4,061.27	46,592.00	-42,530.73	8.7%
5106 MN Paid Leave Law	0.00	7,455.00	-7,455.00	0.0%
Total 5100 Personnel Services	73,110.30	873,792.00	-800,681.70	8.4%
5200 Other Services & Charges				
5201 Dues	7,531.37	9,000.00	-1,468.63	83.7%
5202 Education & Promotion	32.79	2,500.00	-2,467.21	1.3%
5203 Employee Expense	20.00	3,500.00	-3,480.00	0.6%
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	0.00	2,000.00	-2,000.00	0.0%
5207 Office Operations/Misc.	695.68	7,500.00	-6,804.32	9.3%
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				
1727 [2017 Explorer-Squad]	82.05			
1620 [Polaris Ranger 570]	66.00			
1714 [2018 Ford Explorer]	80.33			
5220 Vehicle/Equipment Expenses - Other	0.00	6,000.00	-6,000.00	0.0%

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

January 2025

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 5220 Vehicle/Equipment Expenses	<u>228.38</u>	<u>6,000.00</u>	<u>-5,771.62</u>	<u>3.8%</u>
Total 5200 Other Services & Charges	<u>22,610.22</u>	<u>52,000.00</u>	<u>-29,389.78</u>	<u>43.5%</u>
5300 Supplies - Office & Field	<u>0.00</u>	<u>3,500.00</u>	<u>-3,500.00</u>	<u>0.0%</u>
5400 Capital Outlay	<u>0.00</u>	<u>20,000.00</u>	<u>-20,000.00</u>	<u>0.0%</u>
Total 5000 District Operations	<u>95,720.52</u>	<u>949,292.00</u>	<u>-853,571.48</u>	<u>10.1%</u>
6000 Project Expenses				
6100 District Projects				
6114 Tree Program Expenses	<u>199.18</u>			
Total 6100 District Projects	<u>199.18</u>			
6200 State Projects				
6207 Soil Health Cost-Share				
6207.01 Soil Health Incentive	<u>8,000.00</u>			
Total 6207 Soil Health Cost-Share	<u>8,000.00</u>			
6221 Cost-Share Projects	<u>2,686.90</u>			
6200 State Projects - Other	<u>0.00</u>	<u>71,789.00</u>	<u>-71,789.00</u>	<u>0.0%</u>
Total 6200 State Projects	<u>10,686.90</u>	<u>71,789.00</u>	<u>-61,102.10</u>	<u>14.9%</u>
6000 Project Expenses - Other	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
Total 6000 Project Expenses	<u>10,886.08</u>	<u>121,789.00</u>	<u>-110,902.92</u>	<u>8.9%</u>
Total Expense	<u>106,606.60</u>	<u>1,071,081.00</u>	<u>-964,474.40</u>	<u>10.0%</u>
Net Income	<u>65,377.61</u>	<u>0.00</u>	<u>65,377.61</u>	<u>100.0%</u>

PETERSON COMPANY LTD

CERTIFIED PUBLIC ACCOUNTANTS

Carver SWCD February 2025 Board Packet - Page 11

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

January 15, 2025

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, 2024 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 though 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, 2025.

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 \$5,000 for the audit plus \$600 for each 1W1P or Special Revenue Fund if applicable. 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: _____



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: February 20, 2025

Prepared by: Seth Ristow

PURPOSE/ACTION REQUESTED:

Approve changes to SWCD pollinator program for 2025.

SUMMARY:

The Pollinator Conservation Program, now in its 7th year, is proposing two changes to encourage more residents to convert lawns into pollinator habitats. First, the reimbursement rate would increase from \$1 to \$2 per square foot, as it has remained unchanged since the program began (up to \$5,000 maximum). Second, applications would be accepted continuously from March 1 to November 1, replacing the previous Spring and Late Summer application periods. These changes aim to make participation more accessible and appealing.

This is the final year of funding through the District Capacity grant. Future funding of the pollinator program will need to be part of next year's budgeting process.

STAFF RECOMMENDATION:

Staff recommends approval of changes to the pollinator program for 2025.

EXPLANATION OF FISCAL/FTE IMPACT:

Included in the current budget.

Supporting Documents:

Pollinator flyer

Previous Board Action:

Annual review of program

2025 Carver SWCD Pollinator Conservation Program



Carver Soil and Water Conservation District is proud to enter its 7th year of funding landscape conversions into thriving pollinator habitats. So far, we've partnered with over 30 landowners to transform their land into safe havens for bees, butterflies, and other essential pollinators.

Pollinators play a vital role in our ecosystem, but their populations are rapidly declining due to urbanization. You can help reverse this trend! By creating pollinator-friendly spaces in your backyard, you contribute to a healthier environment for both wildlife and people.

We offer technical expertise and cost-share funding to support your efforts. Let's work together to protect pollinators and build a more sustainable future! Contact us today to learn more!

Eligibility

Public Land/Non-profits/Business

- Minimum of 500 square feet
- Maximum funding of \$5,000
- Will pay maximum of \$2 per square foot

Private Land

- Minimum of 250 square feet
- Maximum funding of \$5,000
- Will pay a maximum of \$2 per square foot

All Landowners

- *Must wait until board approves project funding before starting project. Applicants will not be reimbursed if they begin before approval*
- First schedule site visit with CSWCD staff
- Must fill out program application
- Application does not guarantee approval
- Maximum funding of 75% total project cost
- Must have a planting plan (SWCD staff can help with this)
- Requires 10 year agreement and 10 year maintenance contract
- Preference is given to turf replacement projects. Fallow field conversions do not qualify
- No riparian or wetland projects will be funded unless currently turf
- Up to \$16,000 in total funds to be allocated

Application Period

- New application period opens March 1, 2025
- Program closes for year November 1, 2025
- Applications reviewed monthly by SWCD Board

Project Examples

- Converting lawn to pollinator habitat
- Changing non-native landscape beds to native pollinator habitat beds

What's Reimbursable

- Professional installation
- Seed and Plants
- Seed bed preparation
- Equipment rentals (purchased equipment not reimbursable)

Questions?

Contact

- Seth Ristow with Carver SWCD with questions or to schedule a consultation site visit
- 952-466-5264
- sristow@carvercountymn.gov





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: February 20, 2025

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Authorize submitting a grant request for the FY 2025 Soil Health Practices Grant

SUMMARY:

BWSR has released a Request For Interest (RFI) for a Soil Health Practices Grant using both state and federal funds. Each eligible SWCD can request up to \$180,000 implementing practices according to NRCS standards. Up to \$30,000 of the grant can be used for staffing/technical assistance and the remaining \$150,000 is for on the ground practices. This grant would align with our current policy for implementing soil health practices – although some tweaks to payment amounts may be needed.

We do not know at this time if the freeze of Federal funds will impact this grant.

If awarded, the grant would run through December 31, 2028.

STAFF RECOMMENDATION:

Staff recommends approval of submitting the request for interest.

EXPLANATION OF FISCAL/FTE IMPACT:

State grants and soil health programs are included in our current budget.

Supporting Documents:

None

Previous Board Action:

None

EVENT REGISTRATION

Register below. Registration closes at **5 pm on Friday, Feb. 21.**

Shortly after you register, a confirmation email will be sent to the email address you provide below.

If you do NOT receive an email confirmation summarizing your registration, please contact michele.asmussen@maswcd.org.

Thank you!

Registrant Information

⊗ Registrant 1

Name *

First

Last

Title

Organization: *

Registration Fee *

- ☐ March 4 Legislative Briefing and
Networking Reception - \$130.00

**YOU MUST SELECT THIS BUTTON TO REGISTER
& OPEN PAYMENT OPTIONS.**

HOTEL RESERVATIONS

Please make your reservations at the **Radisson Hotel St. Paul Downtown** by **Feb. 21**. There is a \$10 fee for onsite parking. Group Rate code is **BSNEGN**.

[CLICK HERE FOR GROUP BLOCK ONLINE RESERVATIONS](#)

*Radisson St. Paul
161 St Anthony Ave, St Paul, MN 55103
Phone: (651) 227-8711*

SCHEDULE OF EVENTS

MARCH 4 - BRIEFING & RECEPTION

4:00 - 6:00 pm Legislative Briefing

Hear from key legislators, state agency leaders, and the latest on SWCD aid and other issues and updates pending before the legislature before you meet with them the next day.

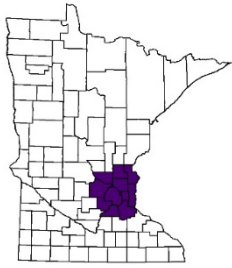
6:00 - 8:00 pm Networking Reception & Buffet

Enjoy a cash bar and complimentary appetizer buffet. Visit with your legislators and agency leaders in a casual setting.

MARCH 5 - SWCD DAY AT THE CAPITOL

Meetings on your own with Legislators.

Please call your legislators as soon as possible. For a legislative directory, visit: www.leg.state.mn.us.



Minnesota Association of Soil & Water Conservation Districts, Area IV

Members: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington & Wright SWCDs

MASWCD Area IV - Spring Meeting

Wednesday, March 26, 2025

9:30 a.m. to noon

Cabela's 20200 Rogers Drive - 2nd Floor Conference Room

Rogers, MN 55374

AGENDA

9:00 a.m. **Meeting Registration** - Coffee and Donuts

- | | | |
|-------|---|--------------------|
| 9:30 | 1. Call to Order | |
| | 2. Pledge of Allegiance | |
| | 3. Introductions and Roll Call | |
| | 4. Approve Agenda - (Additions/Corrections/Deletions) | <i>Action</i> |
| | 5. Approve Fall Meeting Minutes from November 7, 2024 | <i>Action</i> |
| | 6. Approve Treasurers Report | <i>Action</i> |
| | 7. 2024 Audit Committee Report | <i>Action</i> |
| | 8. Amendment to the Bylaws | <i>Action</i> |
| | 9. Appointment of Members to Standing Committees | <i>Action</i> |
| | Budget Committee (5) | |
| | Audit Committee (3) | |
| | Public Relations and Outreach (4/3) | |
| 10:15 | 10. MASWCD Area IV Director's Report – John Rheinberger, Area Director | <i>Information</i> |
| | 11. Agency and MASWCD Updates | <i>Information</i> |
| | BWSR Board – Mark Zabel, Carver SWCD & Jayne Hager Dee, Dakota SWCD | |
| | BWSR – Marcey Westrick, Central Region Manager | |
| | NRCS – Rick Berscheid, Assistant State Conservationist Field Operations | |
| | MASWCD – Sheila Vanney, Assistant Director | |
| | Other - | |
| | 12. Presentation – Phase 3 Soil Health, Jared House | |
| | 13. Legislative DATC Recap | |
| | 14. Member Updates | <i>Information</i> |
| | 15. Upcoming Resolutions | <i>Information</i> |
| | 16. Summer Meeting Date and Information – Hennepin County | <i>Information</i> |
| 12:00 | 17. Adjournment | <i>Action</i> |

MASWCD Area IV Committees (2025)

Budget Committee

Budget Committee composed of the Secretary/Treasurer and 4 other voting members shall oversee the budget of the current fiscal year and propose a budget for the following fiscal year. The budget committee may propose changes to the budget for the current fiscal year. The proposed changes shall be approved by a majority vote of the association.

2024 Members	2025 Members
Treasurer Binsfeld (Sherburne)	•
Supervisor Meixell (Anoka)	•
Supervisor Zabel (Carver)	•
Supervisor Schoenecker (Scott)	•
Supervisor Zbinden (Carver)	•

Audit Committee

An Auditing Committee composed of 3 voting members shall audit the Secretary/ Treasurer's accounts at the close of the fiscal year and report at the annual meeting. Historically has met and reported at the Fall meeting.

2024 Members	2025 Members
Supervisor Anderson (Isanti)	•
Supervisor Dee (Dakota)	•
Supervisor Johnson (Dakota)	•

Public Relations & Outreach Committee

A Public Relations & Outreach Committee composed of four voting members and three staff representatives shall be appointed by the Director whose duty shall be to develop recommendation for effective legislative outreach strategies.

2024 Members	2025 Members
Supervisor Blake (Washington)	•
Supervisor Zannmiller (Dakota)	•
Supervisor Truchon (Anoka)	•
Vacant	•
Kuphal (Scott Staff)	•
Lord (Anoka Staff)	•
Riggs (Washington Staff)	•

**BYLAWS
of the
Minnesota Association of Soil and Water Conservation Districts, Area IV
(MASWCD Area IV)**

Article I – NAME

The name of the association shall be: Minnesota Association of Soil and Water Conservation Districts, Area IV. This name may be abbreviated to MASWCD Area IV.

Article II – PURPOSE

The purpose of MASWCD Area IV is to provide opportunities for education, communication, cooperation, and coordination between and among its member Districts and affiliated partners in order that the quality of the natural resources and environment within the member Districts' jurisdiction and MASWCD Area IV as a whole will be maintained and improved to the greatest possible extent.

Article III – BOUNDARIES

The boundaries of MASWCD Area IV are defined by the Minnesota Association of Soil and Water Conservation Districts (MASWCD).

Article IV – MEMBERSHIP

Section 1. Eligibility. Membership in MASWCD Area IV will be limited to those Soil and Water Conservation Districts and Conservation Districts within the boundaries of MASWCD Area IV.

Section 2. Voting Members. Each supervisor of a member District of MASWCD Area IV will be a voting member upon payment of dues by their District or upon receiving an exemption. Each eligible supervisor is entitled to one vote.

Article V – DUES

Section 1. Assessment. The proposed amount for dues for the next fiscal year for each District shall be set and approved by a majority vote at the fall meeting. Dues must be paid to the MASWCD Area IV Secretary/Treasurer before the annual meeting of each fiscal year. The MASWCD Area IV fiscal year begins January 1 and ends December 31.

Section 2. Exemptions. A District may request relief from payment of all or a portion of their assessed dues from the Executive Committee of MASWCD Area IV if that District has requested dues relief from MASWCD by March 1 of the year the dues are due.

Article VI – OFFICERS

Section 1. Definition. The officers of MASWCD Area IV shall be a Director, Co-Director, and Secretary/Treasurer. An officer must be a Supervisor from a member District.

Section 2. Duties. The officers shall perform the duties described by these bylaws and by the parliamentary authority adopted by MASWCD Area IV.

- a. **Director** - The Director shall preside at the official business meetings of the

Association and shall represent MASWCD Area IV at official business functions when MASWCD Area IV representation is called upon. The Director shall serve as a representative for MASWCD Area IV on the MASWCD Board of Directors. The Director shall appoint members to the standing committees.

- b. **Co-Director** - The Co-Director performs the duties of the Director where the Director is unable to serve. In the absence of the Secretary/Treasurer, the Co-Director shall disburse and receive funds.
- c. **Secretary/Treasurer** - The Secretary/Treasurer shall arrange to record minutes of the membership meetings and Executive Committee meeting minutes and shall maintain and store the records of MASWCD Area IV. The Secretary/Treasurer is entrusted with the MASWCD Area IV funds. The Secretary/Treasurer shall manage all receipts and disbursements of MASWCD Area IV funds in accordance with the approved budget. Any discrepancies from the approved budget must be approved by the Executive Committee and reported at the next regular meeting of MASWCD Area IV. Disbursement of MASWCD Area IV funds shall be by check signed either by the Secretary/Treasurer or the Co-Director. The Secretary/Treasurer shall prepare statements showing cumulative receipts and disbursements for the current fiscal year and report these at each regular meeting. The Secretary/Treasurer shall prepare an Annual Treasurer's Report to be presented at the annual meeting for the previous fiscal year. The Secretary/Treasurer will be encouraged to apply as the MASWCD Area IV representative to the MASWCD Finance Committee. The Secretary/Treasurer's District staff may support the duties of their elected officers, shall be the repository of the records and serve as Fiscal Agent.

Section 3. Succession of Office. In the event of a vacancy in the Director's office, the Co-Director shall fill the vacancy. If a vacancy in the Co-Director or Secretary/Treasurer offices occurs, the Executive Committee must call for an election and may appoint an officer pro-tem from the voting members to serve until the election occurs. If no officers remain, an election must be held at the earliest possible date.

Section 4. Removal. An officer may be removed from office with cause by a 2/3 vote.

Article VII - ELECTIONS

Section 1. Nomination Procedure. There shall be a Nominating Committee of a minimum of 3 voting members to be formed at the summer meeting. One Supervisor from each member District may be selected to the Nominating Committee by action of each member District prior to the summer meeting. The Nominating Committee shall prepare a slate of candidates to report to the Executive Committee at least 8 weeks before the fall meeting. The Director must request nominations from the floor before the members vote.

Section 2. Time of Elections. The election of officers will be held at the fall meeting in even numbered years.

Section 3. Elections Procedure. Voting shall be by paper ballot. The person receiving a majority of votes cast shall be declared elected. If no candidate receives a majority of votes cast, a run off will be held with the candidates with the lowest votes deleted for each subsequent ballot

until one candidate receives a majority of the votes cast. One ballot will be distributed to each voting member. Three staff members from separate districts shall be selected as tellers by the assembly at the summer meeting.

Section 4. Term of Office. Officers shall assume their position at the MASWCD reorganization meeting conducted after the State Association Annual Meeting, and serve for a term of two years. No member shall hold more than one office of MASWCD Area IV at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

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 Director meetings.

Article VIII – EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the Director, Co-Director and Secretary/Treasurer. The Executive Committee shall have general supervision of the affairs of MASWCD Area IV between regular meetings and perform other duties as are specified in these bylaws.

Article IX – MEETINGS

Section 1. Notice. All meetings of MASWCD Area IV will be in compliance with Minnesota's Open Meeting Law (M.S. 13D).

Section 2. Quorum. Voting members representing half of the member Districts must be present to constitute a quorum.

Section 3. Number. A minimum of three meetings, (annual, summer and fall) of MASWCD Area IV will be held annually.

Section 4. Annual Meeting. The annual meeting of MASWCD Area IV shall be held in March or April. In odd numbered years the election of officers shall be held at this meeting. Annual reports from the Director, Secretary/Treasurer and any standing committees shall be presented. New standing committees shall be appointed by the Director.

Section 5. Summer Meeting. The summer meeting of MASWCD Area IV shall be the meeting hosted by a member District and may include a tour or special presentation on activities of that District. The summer meeting shall consider resolutions from member Districts for approval and submission to the Minnesota Association of Soil and Water Conservation Districts (MASWCD). Resolutions must be approved by their originating Districts before the summer meeting to be eligible for consideration. A Nominating Committee must be formed and tellers chosen in even numbered years.

Section 6. Fall Meeting. The fall meeting of MASWCD Area IV shall be held in September. The proposed budget for the next fiscal year shall be discussed and approved at every fall meeting.

Section 7. Special Meetings. Special meetings may be called by the Executive Committee or by petition of at least 5 member supervisors representing at least 2 Districts. A written notice to each District stating the time, place and purpose of such meeting shall be sent and must be in compliance with the Minnesota Open Meeting Law. Only business prescribed in the call of the special meeting will be considered.

Article X – COMMITTEES

Section 1. Appointment. Members of standing committees shall be appointed at the annual meeting. Appointments shall be made after committee reports have been completed.

Section 2. Budget Committee. A Budget Committee composed of the Secretary/Treasurer and 4 other voting members shall oversee the budget of the current fiscal year and propose a budget for the following fiscal year. The budget committee may propose changes to the budget for the current fiscal year. The proposed changes shall be approved by a majority vote of the association.

Section 3. Auditing Committee. An Auditing Committee composed of 3 voting members shall audit the Secretary/ Treasurer's accounts at the close of the fiscal year and report at the annual meeting.

Section 4. Education Committee. An Education Committee composed of five voting members may be appointed by the Director whose duty shall be to review educational programs and proposals and make recommendations to MASWCD Area IV.

Section 5. Nominating Committee. There shall be a Nominating Committee of a minimum of 3 voting members to be formed at the summer meeting in even numbered years. One Supervisor from each member District may be selected to the Nominating Committee by action of each member District prior to the summer meeting. The Nominating Committee shall prepare a slate of candidates to report to the Executive Committee at least 8 weeks before the fall meeting.

Section 6. Public Relations & Outreach Committee. A Public Relations & Outreach Committee composed of four voting members and three staff representatives shall be appointed by the Director whose duty shall be to develop recommendation for effective legislative outreach strategies.

Section 7. Other Committees. Such other committees, standing or special, shall be appointed by the Director as the membership or Executive Committee shall from time to time deem necessary to carry out the work of MASWCD Area IV.

Section 8. Director's Ex-Officio Committee Membership. The Director shall be an ex officio member of all committees except the Nominating Committee.

Article XI – PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern MASWCD Area IV in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order MASWCD Area IV may adopt.

Article XII – AMENDMENT OF BYLAWS.

These bylaws may be amended at any regular meeting of MASWCD Area IV by a 2/3 vote. The amendment must be presented in writing to the voting members at least 6 weeks prior to the meeting at which it is to be voted on and noticed within the call of the meeting. Any approved amendment becomes effective upon adoption unless otherwise stipulated within the amending motion.

These revised Bylaws of MASWCD Area IV were reviewed and approved by the membership on April 24, 2024.

Carver SWCD Monthly Report

February 2025

Mike Wanous – District Manager

- Public hearings were held for the Redetermination of Benefits for County Ditches 2-3, 6, 9, and 10. Assisted several landowners with questions before and after the meetings.
- Finished eLINK reporting for all the BWSR grants, reporting was for activity completed in 2024.
- Working with County staff to review elevations and engineering of the new box culvert that was installed on County Ditch #4 at Salem Ave.
- Completed annual buffer strip reporting for the 103E systems for the buffer strips acquired during the ROB process.
- Submitted materials requesting engineering review of CD 5 (now JD 15) through the Frederick Lake basin, the DNR requires an engineer's report to show repairs will not impact the public water basin.
- Assisted County staff with the title work and easement recording of the Watertown Wetland Bank conservation easement.
- Meetings – WMO CAC mtg, Crow 1W1P TAC mtg, staff mtg, BWSR/NRCS soil health grant mtg

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed January Treasurer's Report, semi-monthly payroll and made liability payments. Completed year-end financials as far as I can, auditors will finish their parts. Completed all 1099-MISC forms for Soil Health payments made in 2024 and filed online as required. Figured out BWSR billable rates for 2025 for grant billings.
- Administrative: eLINK reporting. Updated the 2025 resolutions document. Prepared Minutes from January Board meeting, put February Agenda packets together, and mailed to Supervisors. Filed my Notary Public Commission at the Sibley County courthouse and ordered a new stamp. Saved all employee 2024 calendars/daily narratives as PDF documents for retention.
- Trees: recording tree receipts, reconciling online payments, and updating tree order spreadsheet daily. Sold out of 2 species so far (Quaking Aspen & Hazelnut), and getting low on a few others.

Terry Meiller – Resource Conservationist

- State Cost-share/EQIP: Ongoing follow up with NRCS engineer and engineer tech re: status of projects & designs. Follow up with landowners/contractors re: projects, Sent bid packets to contractors for final plan on behalf of Dick Molnau project. Construction staking for Molnau site for clearing/grubbing extents for bidding purposes. Meeting with NRCS engineer tech to review & discuss concept and final designs for ongoing projects, associated engineer estimates, JAA updating requirements, etc.
- Eagle SWA: Reviewed & provided comments to engineer tech re: Lind terrace design. Meeting with Landowner (Lind) to review & discuss final design, obtain signature on design plans, and discuss construction status. Sent updated bid packet & follow up with contractor re: Lind project. Bid received and shared with landowner. Meeting with landowner (Zellman) to review and discuss concept design for proposed future project.
- Soil Health: Pollution reduction numbers completed for CC participants for reporting purposes. TTCP training modules completed for Level 1 Cons planning certification requirement.
- Engineering/JAA: Completed and submitted JAA submission request to NRCS engineer for desired practices. Gathered and prepared project design documents to be sent for JAA practice review.
- Education: Envirothon study guide w/updates sent to Miranda. Completed Sr and Jr Envirothon test questions for 2025.
- CRP/CREP: Landowner meeting with Ben to discuss CRP/CREP/RIM alternatives with landowner. Burn plan writing for 3 CRP sites to assist landowner in obtaining burn permit for mid-contract management purposes.

- Misc: Attended County Hazard Mitigation meeting via Zoom. Staff meeting. WMO Assistance – Maplewood road culvert survey for Tim

Seth Ristow – Resource Conservation Technician

- Reviewed Eleanor and Liz’s proposed updates for RPBCWD Stewardship Grant Program for 2025
- Made suggested Pollinator Conservation Program updates and edited new program flyer
- Researched vegetative assessments for reviewing existing projects and new WMO conservation easements
- Finished design and estimate for Cedar Pt. raingarden in Waconia for WMO and city
- Discussed results of Tom (Green Corp Member) cost share survey with Tom, Madeline, and Tim
- Reviewed Tom’s service plan with Tom, Madeline, and Tim to discuss future work for term
- Met with landowner to discuss potential pollinator project in Waconia
- Conducted RPBCWD Stewardship Grant closeouts (2)
- Reviewed and commented on Bartusch potential Pollinator Conservation Program and RPBCWD Stewardship Grant project for Spring
- Met with Madeline, Tom, and Tim to discuss this year’s workshops. Decided on a native plant workshop and a maintenance workshop
- Reviewed West Chaska Creek conservation easement plan for Lea at WMO

Tom Genelin – Senior District Technician

- Meetings/Plan Review:
 - Attended the MECA (Minnesota Erosion Control Association) convention
 - Carver Oaks (Carver) Pre-construction meeting
- Site inspections:
 - 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
 - South Luebke Pit (Mayer) Site inspection for ESC BMP conditions
 - The Preserve (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
 - Industrial Blvd. Wetland Excavation (Waconia) Site visit
 - Watertown Warehouse (Watertown) site visit

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Zellmann- Application accepted for funding! Waiting on next steps from BWSR.
 - Shultz/Larson- Meeting to discuss RIM and CRP options. Put together several proposals.
 - Landowner Meeting for ownership change and Vegetation enhancement funding
 - U of M Arboretum/hwy 5 easement- starting to work with BWSR on this.
- Buffers: 2025 version of the buffer tracking program (BuffCat) released. Reviewing changes and updates.

- Misc: Assisting with different landowner emails and questions- CRP eligibility, cover crop/rotational grazing info, etc. Trainings: Private Lands Partnership Meeting, 10 different Conservation Planning and Water Quality trainings completed, Working towards Level 1 Conservation Planner/JAA Cert.

Tyler Polster – District Technician

- WCA:
 - WMO:
 - Wetland Banks: Reviewed and signed hydrology credit deposit form for wetland bank in Chaska. Reviewed first year monitoring report for wetland bank near Cologne. Attended site visit to review and approve completed earthwork and seeding of wetland bank near Watertown. The work was completed in late fall 2024.
 - Attending site visit for possible wetland violation near Waconia on Hwy 7. Worked with WMO and LM staff to develop and deliver “voluntary” restoration order. Landowner states it was an accident and will restore the site this spring.
 - Assisted two landowners and WMO staff with completing proper applications for digging and cleaning wildlife ponds.
 - Chanhassen: Assisted Chanhassen staff to conduct drone flight over possible wetland violation on Lake Minnewashta. No WCA violation was found, but information was passed along to MN DNR for possible Public Waters violations. Reviewed updated WCA applications for land development.
 - Minnehaha Creek Watershed: Attended TEP meeting to review updated HWY 5 and 11 applications.
 - Chaska: Attended TEP meeting to review wetland bank monitoring report, building expansion application and new sub-division application.
- Misc: Attended multiple pollinator online trainings. Attending tree health online trainings. Upcoming: online training to discuss the new WCA Ag exemption with BWSR staff.