

Carver County Office / Minnesota

1103 Gruenhagen Drive

Glencoe, MN 55336

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(320) 864-5177

TO: Carver County Soil and Water Conservation District Board

FROM: Jennifer King, County Executive Director

SUBJECT: September 2025 Board Meeting

Old Business

2023/2024 Supplemental Disaster Assistance

- The American Relief Act of 2025 signed into law on Dec. 21, 2024, provided funds toward disaster recovery assistance.
 - Emergency Livestock Relief Program (ELRP) for Flooding
 - Provide assistance for losses due to flooding, currently requires more time due to software changes.
 - *Target sign-up date of September 8, 2025*
 - Supplemental Disaster Relief Program
 - Provide assistance to producers for necessary expenses due to losses of revenue, quality or productions of crops due to weather related events in 2023 and 2024.
 - Sign-up began July 10, 2025, for indemnified losses
 - *Target sign-up date of September 15, 2025, for uncovered losses*

New Business

County Committee Elections – Candidates

- LAA2 – Ryan Jopp, LAA4 – Chad Stuewe and Mark Hagel. Ballots will be mailed in November and are due back to the office by December 5, 2025.

Physical loss loans through USDA FSA

- Administrator Physical Loss Notification (APLN) was requested for Carver County. If approved, it will open up emergency loans to repair or replace damaged physical property.
- Secretarial Disaster was requested for Carver County, due to Turfgrass Sod loss. As of September 8, 2025, the State Emergency Board is pending action on this request.

CRP Participants

- Management activities due September 30, 2025.
- Emergency haying and/or grazing is NOT available during the 2025 fiscal year.

Fall Seeded Acreage Certification

- Producers must report fall-seeded crops by November 15, 2025.

County Committee Meeting

- September 16th at 8:30AM is the next McLeod-Carver County Committee Meeting (COC). Regular session is open to the public (0:15 – 0:30).

Carver SWCD Board Meeting Minutes – August 21, 2025

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

Board Members Present:

Chair, Mark Zabel
Vice Chair, Marcus Zbinden
Secretary/Treasurer, Jeffrey Sons (*arrived at 8:10 AM*)
Member, Michael Lynch
Member, Karli Wittner

Others Present:

Carver Co. Public Services Deputy Director, Paul Moline (*arrived at 8:30 AM*)
NRCS District Conservationist, Katie Mattila

SWCD Staff Present:

District Manager, Mike Wanous
Administrative & Finance Specialist, Felicia Brockoff
Resource Conservationist, Terry Meiller

1. Call to Order.

Chair Zabel called the meeting to order at 8:00 AM.

The Oath of Office was taken by Karli Wittner, Carver District 1 appointed Supervisor. Karli introduced herself to the Board, highlighting her interests in natural resources. She is currently employed by the City of Eden Prairie as the Forestry and Natural Resources Supervisor.

2. Public Comments – None.

3. Agenda Review and Adoption.

Resolution 038-2025: Zbinden moved, Lynch seconded, to approve the August 21, 2025, Board Meeting Agenda as presented. Roll call vote: Lynch-aye; Sons-absent; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

4. Agency Reports

- a. FSA report – Jennifer King was unable to attend but included a written report in the Board packets.
- b. NRCS report – Katie reported the first batching for EQIP applications was early August, with a ranking deadline of January 9. Carver County received 19 applications. The CSP application deadline will be in October, with a March ranking deadline. NRCS staff is developing CRP offers that were accepted this year and working on completing status reviews for the contracts that are close to expiration.
- c. Carver County Report – Paul reported the Public Services Division budget hearings were held last week, with a proposed increase of 4.3% to SWCD's annual allocation. Dave Hemze will be presenting Carver County's budget to the County Board at their August 26 Board work session. He also reported the Commissioners will set the preliminary General and WMO levies at their September 2 Board meeting. He also mentioned that budgets in 2027 will most likely look different, mostly due to the proposed cuts to the health and human services areas from the state.

Paul reported the County Board approved their strategic plan last week, with three plan priorities: taxpayer value and customer service; our physical assets; people are our strength.

Paul also reported that the state has fully funded a GreenCorp member again, with the position being filled in October.

5. Consent Agenda Items

Resolution 039-2025: Zbinden moved, Sons seconded to approve the following consent agenda items:

- a. Approval of July 17, 2025, Board Meeting Minutes
- b. Acceptance of the July 2025 Treasurer's Report
- c. Authorize the Chair and Manager to sign the 2024 audit management representation letter.

Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

6. Regular Agenda Items

- a. BWSR has sent the Soil Health Practices grant agreement that needs to be approved and signed. Mike explained that the federal Regional Conservation Partnership Program (RCPP) is supplying part of the funds. The total grant amount is for \$180,000, \$150,000 must be used for on the ground practices, and \$30,000 could be used for SWCD technical assistance. If all of the funds are spent before the grant expiration date (12/31/2028), more funds can be requested. Mike also informed the Board that our current policy for cover crops/soil health will need to be modified to match the requirements of this new grant agreement.

Resolution 040-2025: Zbinden moved, Lynch seconded to approve the grant agreement for the Soil Health Practices totaling \$180,000, authorizing the District Manager to sign the agreement and return it to BWSR in DocuSign. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

- b. As mentioned in the previous item, the current cover crop cost-share policy will need to be updated to align with the Soil Health Practices grant requirements. Mike reviewed the policy changes that would need to be approved to get us into compliance with the federal obligations under the grant. The consensus of the Board was that under the 'Cover Crop and Conservation Tillage Incentive Payment Structure,' a maximum of 500 acres should be added, this would allow for more producers to take advantage of the grant.

Resolution 041-2025: Zbinden moved, Lynch seconded to approve the revisions to the cover crop cost-share policy as discussed. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

- c. The SWCD received a grant in 2024 where landowners who enrolled in CRP could sign up for an additional incentive through the SWCD. Since the SWCD received the grant, there haven't been any CRP sign-ups for landowners, until just recently. Landowners who did enroll in CRP with FSA were given information about the SWCD incentive program. Terry reported he came up with a ranking criteria based on priority watersheds. Mike has also worked with our BWSR Board Conservationist (BC), Jen Dullum, to allow us to use the Lake Waconia SWA grant to pay CRP incentives in that watershed also, because the grant funds are very limited.

The Board agreed with the scenarios presented, based on the staff ranking system, and directed staff to develop contracts with the highest-ranking CRP offers that would be approved by the Board at the September Board meeting.

- d. Felicia reported that the Carver SWCD does not currently have a data access policy, as it relates to Minnesota Statutes, section 13.025. Recently, the Minnesota Department of Administration sent out an informational email stating all governmental units need to have an approved policy that is reviewed annually. She has drafted a policy from the template provided by the MN Department of Administration and explained that Carver County uses the same template for all of their departments.

Resolution 042-2025 – Zbinden moved, Lynch seconded to approve the Carver SWCD Data Practices Policy: Requests for public Data as presented. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

- e. Richard Gruenes with the state AgBMP Loan Program has contacted our office about our revolving loan fund. Currently, there is approximately \$220,000 in our fund, but explained that Carver County Environmental Services fund is down to \$0, and they have more SSTS applications that could be funded. Richard asked if we would allocate some of our funds for these SSTS applications in Carver County, and also mentioned that if we didn't allocate the funds, he could actually 'take' our funds, and disburse them to other Counties in Minnesota. Mike explained that in the past, our AgBMP program funded more rural applications such as Ag waste pits and manure handling equipment, conservation tillage equipment, and a few SSTS loans before Environmental Services received an allocation from MDA. Under what Richard is proposing, as the District Manager, Mike would be able to review and approve these SSTS applications in the MDA system, where previously all applications went to the SWCD Board for approval.

Resolution 043-2025 – Lynch moved, Sons seconded to authorize the District Manager to approve SSTS applications submitted to our AgBMP program through Carver County Environmental Services, while keeping about a \$100,000 balance for any applications the SWCD may receive for other AgBMP projects. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

- f. MASWCD is accepting nominations for their annual awards program, including the Outstanding Conservationist for each County. The Board discussed a few potential landowners in Carver County.

Resolution 044-2025: Zbinden moved, Lynch seconded to select Augie Kreye and Pat Beier as the 2025 Outstanding Conservationists. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

7. SWCD Board Committee & SWCD Staff Monthly Reports

- a. Personnel Committee (Zabel, Zbinden) – has not met.
- b. Metro Conservation District's (MCD) Committee (Zbinden; Lynch alt.) – the next meeting is next Wednesday at 4 PM, Zbinden plans to attend virtually.
- c. Education & Outreach Committee (Sons, Lynch) – has not met.
- d. Budget Committee (Sons, Zbinden) – the budget hearing was held on August 14, with the proposed increase to the SWCD remaining at 4.3%.
- e. WMO Advisory Committee (Zbinden; Sons alt.) – a recap of the July 29 meeting included the 2026 WMO budget discussion, and the GreenCorps member will be hired in October. The committee also discussed a feasibility study for the Maplewood Road ravine.
- f. South Fork Crow River 1W1P (Zabel; Lynch alt.) – no meeting until 2026.

g. The SWCD staff monthly progress report was presented and discussed.

8. Board of Supervisors Announcements

a. Upcoming meetings/events:

- September 1 – Labor Day, SWCD office closed
- September 18 – SWCD Board meeting 8:00 AM
- October 16 – SWCD Board meeting 8:00 AM

9. Adjourn

Resolution 045-2025: Sons moved, Zbinden seconded to adjourn the meeting at 10:16 AM Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

Next Board Meeting: Thursday, September 18, 2025, at 8:00 AM
Location: Public Works Headquarters, Conference Room 1
11360 Highway 212, Cologne, MN 55322

Approved: _____ Date signed: September 18, 2025
Secretary/Treasurer

Carver Soil & Water Conservation District

Treasurer's Report

As of August 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						26,980.71
08/07/2025	3791	Elan Financial Services	1335		105.89	26,874.82
08/07/2025	3792	HSA Bank	#W640851 July Fees		10.00	26,864.82
08/07/2025	3793	NCPERS Group Life Ins.	910300-082025		16.00	26,848.82
08/07/2025	3794	Carver County	PW-7123		321.47	26,527.35
08/08/2025	3795	Carver County	2025 Q2 ETA		11,118.88	15,408.47
08/08/2025			Deposit - Q2 ETA	20,264.72		35,673.19
08/12/2025			Funds Transfer-480884402	25,000.00		60,673.19
08/14/2025		QuickBooks Payroll Service	Created by Payroll Service on 08/06/2025		15,788.00	44,885.19
08/15/2025	DD1184	Brockoff, Felicia L.	Direct Deposit	0.00		44,885.19
08/15/2025	DD1185	Datres, Benjamin R.	Direct Deposit	0.00		44,885.19
08/15/2025	DD1186	Genelin, Thomas M.	Direct Deposit	0.00		44,885.19
08/15/2025	DD1187	Meiller, Terry J.	Direct Deposit	0.00		44,885.19
08/15/2025	DD1188	Polster, Tyler J.	Direct Deposit	0.00		44,885.19
08/15/2025	DD1189	Ristow, Seth E.	Direct Deposit	0.00		44,885.19
08/15/2025	DD1190	Wanous, Richard M.	Direct Deposit	0.00		44,885.19
08/15/2025	EFT-843	HSA Bank	41-1385530		1,669.00	43,216.19
08/15/2025	EFT-844	Minnesota Revenue	7694248		1,029.00	42,187.19
08/15/2025	EFT-845	MSRS-VOYA	Employee Elective 08/15/2025		1,329.00	40,858.19
08/15/2025	EFT-846	PERA	9103-00		3,576.42	37,281.77
08/15/2025	EFT-847	US Treasury IRS	41-1385530		5,673.84	31,607.93
08/21/2025	3796	Carver County	August Insurance Due		13,267.55	18,340.38
08/21/2025	3797	Mid-County	Invoice #23511		37.84	18,302.54
08/25/2025			Funds Transfer-482618492	35,000.00		53,302.54
08/28/2025		QuickBooks Payroll Service	Created by Payroll Service on 08/21/2025		16,103.05	37,199.49
08/29/2025	DD1191	Brockoff, Felicia L.	Direct Deposit	0.00		37,199.49
08/29/2025	DD1192	Datres, Benjamin R.	Direct Deposit	0.00		37,199.49
08/29/2025	DD1193	Genelin, Thomas M.	Direct Deposit	0.00		37,199.49
08/29/2025	DD1194	Meiller, Terry J.	Direct Deposit	0.00		37,199.49
08/29/2025	DD1195	Polster, Tyler J.	Direct Deposit	0.00		37,199.49
08/29/2025	DD1196	Ristow, Seth E.	Direct Deposit	0.00		37,199.49
08/29/2025	DD1197	Wanous, Richard M.	Direct Deposit	0.00		37,199.49
08/29/2025	EFT-848	HSA Bank	41-1385530		1,669.00	35,530.49
08/29/2025	EFT-849	Minnesota Revenue	7694248		1,029.00	34,501.49
08/29/2025	EFT-850	MSRS-VOYA	Employee Elective		1,329.00	33,172.49
08/29/2025	EFT-851	PERA	9103-00		3,576.42	29,596.07
08/29/2025	EFT-852	US Treasury IRS	41-1385530		5,673.86	23,922.21
08/29/2025			Deposit-Drill Rent	150.00		24,072.21
08/31/2025			Interest	0.61		24,072.82
Total 1000 Checking-Security Bank				80,415.33	83,323.22	24,072.82
1100 Savings-Security Bank						384,928.25
08/07/2025	2025-18		Old CD *254 Partially Cashed In	60,787.81		445,716.06
08/12/2025			Funds Transfer-480884402		25,000.00	420,716.06
08/25/2025			Funds Transfer-482618492		35,000.00	385,716.06
08/31/2025			Interest	457.82		386,173.88
Total 1100 Savings-Security Bank				61,245.63	60,000.00	386,173.88
1110 Member Savings-SouthPoint						10.30
Total 1110 Member Savings-SouthPoint						10.30
1150 Savings Citizens NYA						82,053.09
08/31/2025			Interest	104.53		82,157.62
Total 1150 Savings Citizens NYA				104.53	0.00	82,157.62
1200 Investments CD's						477,728.93
12.SB&T*254 (4.25%-08/07/25)						157,522.65
08/07/2025	2025-17		Interest Earned on 6-month CD	3,265.16		160,787.81
08/07/2025	2025-18		New CD with remaining to Savings		160,787.81	0.00
Total 12.SB&T*254 (4.25%-08/07/25)				3,265.16	160,787.81	0.00
12.SB&T*939 (3.9%-11/23/25)						100,000.00
Total 12.SB&T*939 (3.9%-11/23/25)						100,000.00
12.ONB*968 (4.1%-02/03/26)						109,280.47
Total 12.ONB*968 (4.1%-02/03/26)						109,280.47

Carver Soil & Water Conservation District

Treasurer's Report

As of August 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
12.SB&T*301 (4.2%-02/07/26)						0.00
08/07/2025	2025-18		New 6 Month CD	100,000.00		100,000.00
Total 12.SB&T*301 (4.2%-02/07/26)				100,000.00	0.00	100,000.00
12.SPFCU*024 (4.0%-03/15/26)						110,925.81
Total 12.SPFCU*024 (4.0%-03/15/26)						110,925.81
Total 1200 Investments CD's				103,265.16	160,787.81	420,206.28
TOTAL				245,030.65	304,111.03	912,620.90



11360 Highway 212 STE 6
Cologne, MN 55322

Phone: (952) 466-5230 | carverswcd.org

Treasurer's Monthly Report Program Summary - August 2025

	Cash Balance <u>7/31/2025</u>	<u>Receipts</u>	<u>Disbursements</u>	Cash Balance <u>8/31/2025</u>
<u>Funds</u>				
BWSR CRP Incentive Grant	\$20,000.00			\$20,000.00
BWSR Buffer Implementation	\$12,158.92			\$12,158.92
BWSR Conservation Delivery	\$0.00			\$0.00
BWSR District Capacity	\$42,003.21			\$42,003.21
BWSR Soil Health Cost-Share	\$0.00			\$0.00
BWSR State Cost Share	\$36,814.43			\$36,814.43
BWSR WBIF (Waconia & Eagle)	\$5,393.15			\$5,393.15
SWCD Operating Funds	\$746,309.57	\$24,242.84	\$83,323.22	\$687,229.19
District Escrow	\$109,022.00			\$109,022.00
TOTAL	\$971,701.28	\$24,242.84	\$83,323.22	\$912,620.90

<u>Use of Cash</u>				
1000 Checking Security Bank	\$26,980.71	\$80,415.33	\$83,323.22	\$24,072.82
1100 Savings-Security Bank	\$384,928.25	\$61,245.63	\$60,000.00	\$386,173.88
1110 Savings-South Point CU	\$10.30			\$10.30
1150 Savings-Citizens NYA	\$82,053.09	\$104.53		\$82,157.62
1200 Investments CD's	\$477,728.93	\$103,265.16	\$160,787.81	\$420,206.28
TOTAL	\$971,701.28	\$245,030.65	\$304,111.03	\$912,620.90

Carver SWCD Board Treasurer

9/19/2024

Date

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

As of August 31, 2025

	<u>Aug 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	24,072.82
1100 Savings-Security Bank	386,173.88
1110 Member Savings-SouthPoint	10.30
1150 Savings Citizens NYA	82,157.62
1200 Investments CD's	
12.SB&T*939 (3.9%-11/23/25)	100,000.00
12.ONB*968 (4.1%-02/03/26)	109,280.47
12.SB&T*301 (4.2%-02/07/26)	100,000.00
12.SPFCU*024 (4.0%-03/15/26)	110,925.81
Total 1200 Investments CD's	<u>420,206.28</u>
Total Checking/Savings	<u>912,620.90</u>
Accounts Receivable	
1300 Accounts Receivable	<u>8,410.00</u>
Total Accounts Receivable	<u>8,410.00</u>
Total Current Assets	<u>921,030.90</u>
TOTAL ASSETS	<u>921,030.90</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Sales Tax Payable	11.20
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	12,158.92
2405 Cost-Share	36,814.43
2409 CRP Incentive P25-0452	20,000.00
2406 District Capacity Funds	42,003.21
2408 WBIF Grants	5,393.15
Total 2400 Unearned-Deferred Revenue	<u>116,369.71</u>
Total Other Current Liabilities	<u>116,380.91</u>
Total Current Liabilities	<u>116,380.91</u>
Total Liabilities	<u>116,380.91</u>
Equity	
3000 FUND BALANCE	847,382.08
Net Income	<u>-42,732.09</u>
Total Equity	<u>804,649.99</u>
TOTAL LIABILITIES & EQUITY	<u>921,030.90</u>

8:48 AM

09/08/25

Accrual Basis

Carver Soil & Water Conservation District

Profit & Loss Budget vs. Actual

January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Income				
4000 Intergovernmental County				
4010 Annual Allocation	430,246.50	573,581.00	-143,334.50	75.0%
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	430,246.50	601,081.00	-170,834.50	71.6%
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	8,140.00	12,500.00	-4,360.00	65.1%
4120 MCD, MACD Revenue	35,285.72	35,000.00	285.72	100.8%
Total 4100 Intergovernmental Local	43,425.72	47,500.00	-4,074.28	91.4%
4200 Intergovernmental State				
4202 Buffer Implementation	17,379.79			
4205 Cost-Share	14,242.47			
4206 District Capacity Funds	11,477.83			
4208 Easement Reimbursements	4,150.00			
4207 Soil Health C/S	8,000.00			
4212 SWCD Aid	66,552.62	133,000.00	-66,447.38	50.0%
4211 WBIF Grants	0.00	230,000.00	-230,000.00	0.0%
Total 4200 Intergovernmental State	121,802.71	363,000.00	-241,197.29	33.6%
4300 Charges for Services				
4320 Great Plains Drill Rental	3,184.00	7,500.00	-4,316.00	42.5%
4330 Tree & Native Seed Sales	22,388.51	27,000.00	-4,611.49	82.9%
Total 4300 Charges for Services	25,572.51	34,500.00	-8,927.49	74.1%
4400 Interest Earnings	14,061.13	17,500.00	-3,438.87	80.3%
4500 Miscellaneous Revenues	28.50	7,500.00	-7,471.50	0.4%
Total Income	635,137.07	1,071,081.00	-435,943.93	59.3%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	423,637.43	621,222.00	-197,584.57	68.2%
5102 Payroll Fees	721.75	1,000.00	-278.25	72.2%
5103 SWCD - FICA/Medicare	29,862.73	47,523.00	-17,660.27	62.8%
5104 SWCD - Insurance Ben.	82,163.34	150,000.00	-67,836.66	54.8%
5105 SWCD - PERA & DCP	30,923.18	46,592.00	-15,668.82	66.4%
5106 MN Paid Leave Law	0.00	7,455.00	-7,455.00	0.0%
Total 5100 Personnel Services	567,308.43	873,792.00	-306,483.57	64.9%
5200 Other Services & Charges				
5201 Dues	7,931.37	9,000.00	-1,068.63	88.1%
5202 Education & Promotion	145.67	2,500.00	-2,354.33	5.8%
5203 Employee Expense	1,245.58	3,500.00	-2,254.42	35.6%
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	558.60	2,000.00	-1,441.40	27.9%
5207 Office Operations/Misc.	5,156.10	7,500.00	-2,343.90	68.7%
5208 Professional Services	0.00	5,000.00	-5,000.00	0.0%
5209 Supervisor Expenses	80.00	1,500.00	-1,420.00	5.3%
5220 Vehicle/Equipment Expenses	3,790.72	6,000.00	-2,209.28	63.2%

8:48 AM

09/08/25

Accrual Basis

Carver Soil & Water Conservation District

Profit & Loss Budget vs. Actual

January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Total 5200 Other Services & Charges	33,010.04	52,000.00	-18,989.96	63.5%
5300 Supplies - Office & Field	1,467.81	3,500.00	-2,032.19	41.9%
5400 Capital Outlay	10,970.06	20,000.00	-9,029.94	54.9%
Total 5000 District Operations	612,756.34	949,292.00	-336,535.66	64.5%
6000 Project Expenses				
6100 District Projects				
6113 ETA/Misc. MCD Reimb.	18,683.83			
6114 Tree Program Expenses	18,194.73			
Total 6100 District Projects	36,878.56			
6200 State Projects				
6207 Soil Health Cost-Share				
6207.01 Soil Health Incentive	8,000.00			
Total 6207 Soil Health Cost-Share	8,000.00			
6221 Cost-Share Projects	14,242.47			
6222 District Capacity				
6222.03 Pollinator Program	5,991.79			
Total 6222 District Capacity	5,991.79			
6200 State Projects - Other	0.00	71,789.00	-71,789.00	0.0%
Total 6200 State Projects	28,234.26	71,789.00	-43,554.74	39.3%
6000 Project Expenses - Other	0.00	50,000.00	-50,000.00	0.0%
Total 6000 Project Expenses	65,112.82	121,789.00	-56,676.18	53.5%
Total Expense	677,869.16	1,071,081.00	-393,211.84	63.3%
Net Income	-42,732.09	0.00	-42,732.09	100.0%

PETERSON COMPANY LTD

570 Cherry Drive
Waconia, MN 55387
(952) 442-4408
www.pclcpas.com

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

Date: 8/25/2025
Invoice Number: 31802
Client: 2005825

For professional services rendered as follows:

Preparation of audited financial statements for December 31, 2024 \$5,000.00

Invoice Total: \$5,000.00
Prior Balance: \$0.00
Current Amount Due: \$5,000.00

Please return this portion with payment.

2005825
Carver Soil and Water Conservation District

Date: 8/25/2025
Invoice Number: 31802
Invoice Amount: \$5,000.00
Due Upon Receipt

Circle One: VISA Master Card Discover

Card # _____ Exp: _____

Three Digit Security Code: _____

Signature: _____

Amount Enclosed: _____



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: September 18, 2025

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Request to approve a cost-share contract with Terrain Holdings LLC for installing 4 water and sediment control basins and a 600 L.F. grassed waterway. Total cost estimate is \$39,500.00 with cost-share not to exceed 90% (\$35,550.00).

SUMMARY:

Alex Young is requesting cost-share assistance to address several classic eroded gullies by installing a series of sediment control basins and a single grassed waterway in Laketown Township section 28. This project will address recurring ephemeral and gully erosion that is occurring in the crop field and by completing this project, an estimated 6.0 tons of sediment, and 8.8 pounds of phosphorus will be saved.

The amount requested for financial assistance through FY24 and FY25 state cost share is \$35,550.00, not to exceed 90% of the total project costs.

STAFF RECOMMENDATION:

Staff recommends approval of the Terrain Holdings LLC cost-share contract.

EXPLANATION OF FISCAL/FTE IMPACT:

FY2024 & FY2025 State Cost-share Funds - \$35,550.00

Supporting Documents:

Fact Sheet and map attached.

Previous Board Action:

N/A



Project Fact Sheet

Terrain Holdings LLC

Laketown Twp.
Sec. 28

WASCBS (638), Grassed
Waterway (412)

Cooperator and Location

Name Terrain Holdings LLC
Address 6436 Penn Ave. S
Richfield, MN 55423
City/Twp. Laketown Twp – Sec. 28
Watershed Carver Creek

Project Details

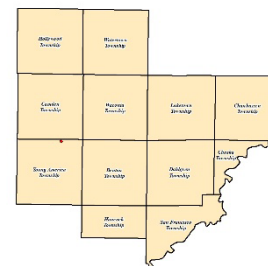
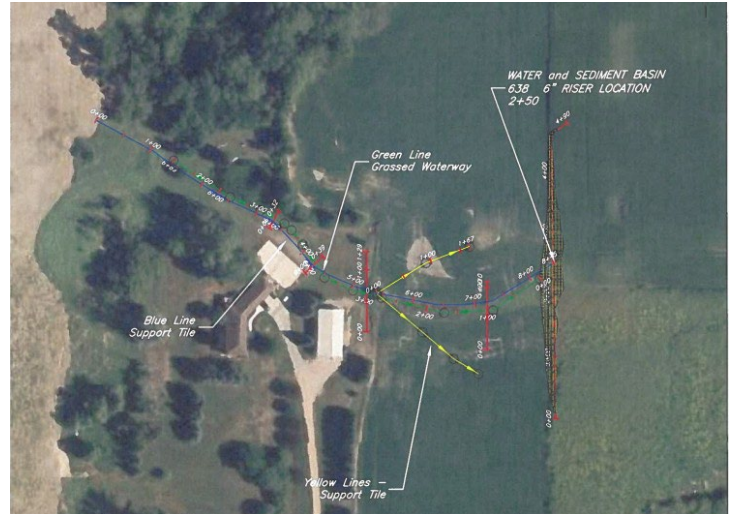
Practice WASCB(638), Grassed
Waterway (412)
Quantity Basins, 4 Ea. Waterway, 1 Ea.
Project ID FY25-Ter
Construction Fall of 2025

Funding

Grant FY24 & 25 State Cost-share
Cost Estimate **\$39,500.00**
Cost-Share FY24/FY25: \$35,550 (90%)
Landowner Cost \$3,950.00

Project Overview

The purpose of this project is to address several classic eroded gullies in the cropland. A series of water and sediment control basins will be installed at the head of eroded gullies with runoff water storage outletting via an underground outlet. A grassed waterway will also be installed upstream of an adjacent property to route surface runoff to a stable grassed waterway outlet.



Environmental Benefits

Parameter	Saved
Soil Erosion (tons per year)	66.8
Sediment (tons per year)	6.0
Phosphorus (pounds per year)	8.8



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: September 18, 2025

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Request to approve a cost-share contract with Kim Kuntz for installing 2 grassed waterways, totaling 1,057'. Total cost estimate is \$11,500.00 with cost-share not to exceed 90% (\$10,350.00).

SUMMARY:

Kim Kuntz is requesting cost-share assistance to construct 2 grassed waterways in Watertown Township section 24. The grassed waterways will address recurring ephemeral and gully erosion that is occurring in the crop field. By completing this project, an estimated 12.2 tons of sediment, and 13.0 pounds of phosphorus will be saved.

This project is located within the South Fork Crow River Watershed (SFCRW) planning area and has been ranked and submitted for SFC funding. The amount authorized for financial assistance through SFC funding based on project ranking is \$8,625.00 (75%). The amount requested for financial assistance through FY23 state cost share is \$1,565.00, utilizing the remaining cost-share funds we have available, not to exceed 90% of the total project costs.

STAFF RECOMMENDATION:

Staff recommends approval of the Kim Kuntz cost-share contract.

EXPLANATION OF FISCAL/FTE IMPACT:

FY2023 State Cost-share Funds - \$1,565.00

Supporting Documents:

Fact Sheet and map attached.

Previous Board Action:

N/A



Kim Kuntz

**Watertown Twp.
Sec. 24**

**Grassed Waterways
(412)**

Cooperator and Location

Name Kim Kuntz
Address 4455 Buck Lake Road
 Watertown, MN 55388
City/Twp. Watertown Twp – Sec. 24
Watershed South Fork Crow River

Project Details

Practice Grassed Waterways (412)
Quantity 2 Ea (1,057 LF)
Project ID FY23 - Kuntz
Construction Fall of 2025

Funding

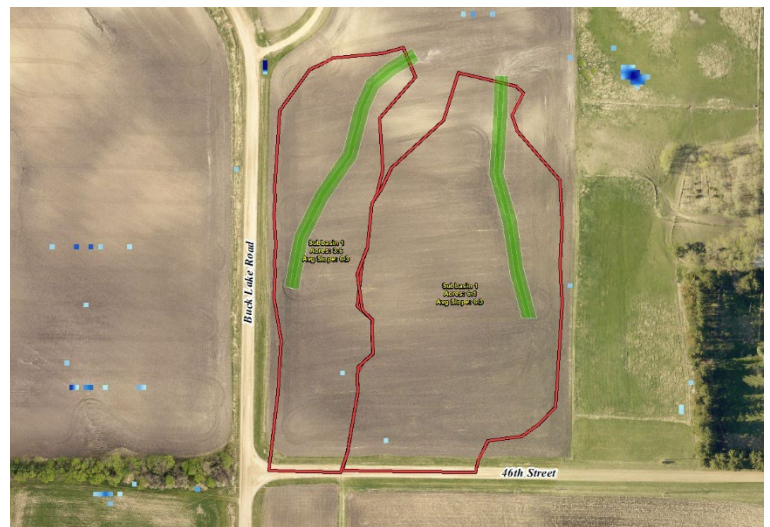
Grant SFCR & FY2023 State Cost-share
Cost Estimate **\$11,500.00**
Cost-Share SFCR: \$8,625.00
 FY23 Cost-share: \$1,565.00
Landowner Cost \$1,310.00

Project Overview

The purpose of this project is to construct 2 grassed waterways totaling 1,057 linear feet, to address ephemeral and gully erosion that is occurring in the cropland. Signification erosion has been occurring, and the installation of grassed waterways is needed to eliminate further erosion.

Environmental Benefits

<u>Parameter</u>	<u>Saved</u>
Soil Erosion (tons per year)	24.4
Sediment (tons per year)	12.2
Phosphorus (pounds per year)	13.0





Project Fact Sheet

Zellmann Farms

Camden Twp. Sec. 34

Water & Sediment Control Basins (638)

Cooperator and Location

Name Tim and Dave Zellman
Address 10270 County Road 135
 NYA, MN 55397
City/Twp. Camden Twp – Sec. 34
Watershed South Fork Crow River

Project Details

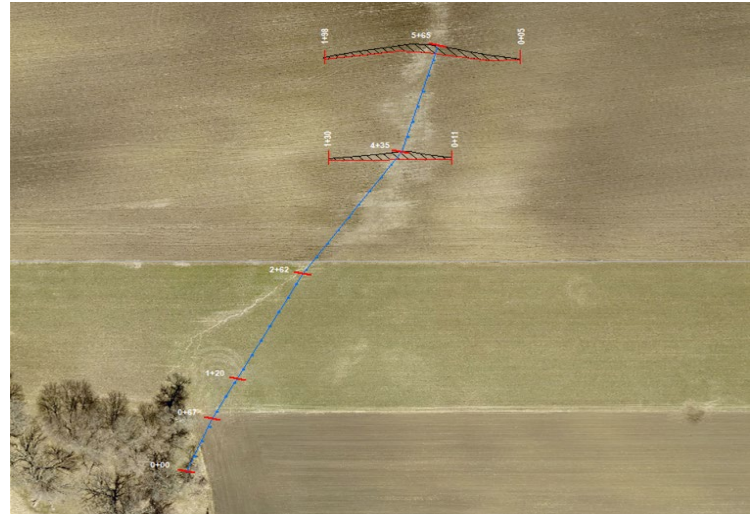
Practice WASCBS (638)
Quantity 2 Each
Project ID SFC-038
Construction Fall of 2025

Funding

Grant South Fork Crow River
Cost Estimate **\$13,500.00**
Cost-Share SFC-038: \$12,150.00 (90%)
Landowner Cost \$1,350.00

Project Overview

The purpose of this project is to construct 2 Water & Sediment Control Basins to control surface runoff and to eliminate ephemeral and gully erosion that is carrying topsoil into Eagle Lake. The WASCB's will be placed in a series as part of a system to address the resource concerns both above and below the basins while also accommodating farming equipment.



Environmental Benefits

<u>Parameter</u>	<u>Saved</u>
Soil Erosion (tons per year)	60.6
Sediment (tons per year)	27.0
Phosphorus (pounds per year)	36.4



Project Fact Sheet

Zellmann Farms

Young America Twp.
Sec. 02

WASCB (638), Grassed
Waterway (412)

Cooperator and Location

Name Dave and Tim Zellmann
Address 10560 County Road 135
NYA, MN 55397
City/Twp. Young America Twp – Sec. 02
Watershed South Fork Crow River

Project Details

Practice Water & Sediment Control
Basin (638), Grassed
Waterway (412)
Quantity 1 Ea
Project ID SFC-039
Construction Fall of 2025

Funding

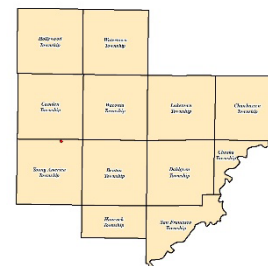
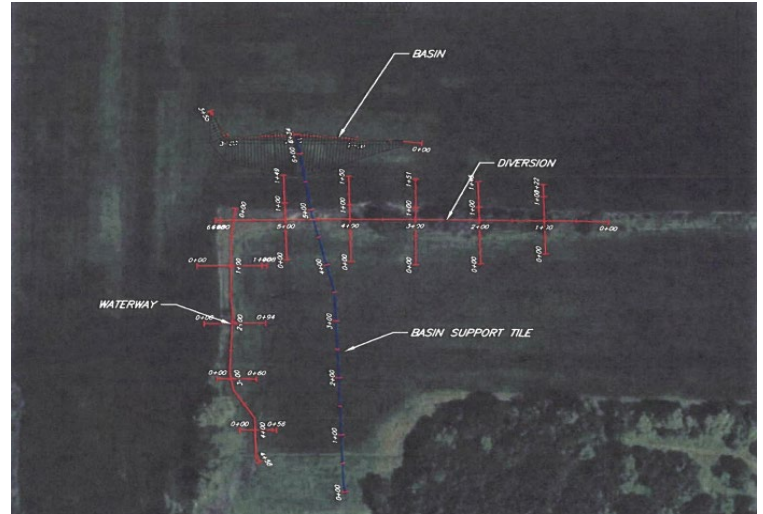
Grant South Fork Crow River
Cost Estimate **\$36,000.00**
Cost-Share SFCR: \$32,400.00 (90%)
Landowner Cost \$3,600.00

Project Overview

The purpose of this project is to address several classic eroded gullies in the cropland. A single water and sediment control basin will be installed at the head of one of the eroded gullies. Runoff water storage will outlet via an underground outlet. A diversion will be installed along the property line to route surface runoff to a stable grassed waterway outlet.

Environmental Benefits

<u>Parameter</u>	<u>Saved</u>
Soil Erosion (tons per year)	59.6
Sediment (tons per year)	58.7
Phosphorus (pounds per year)	54.3



DRAFT AGENDA

MASWCD AREA 4 MEETING AND TOUR 08:30 A.M., September 25, 2025 Cabela's, Rogers, MN

MASWCD Mission Statement

MASWCD is a nonprofit organization providing leadership, educational opportunities, and a common voice for Minnesota's soil and water conservation districts.

AGENDA

08:30 **Registration** – an opportunity to network with SWCDs and partners

09:00 **Call to Order and Business Items** – John Rheinberger, MASWCD Area Director

Welcome: Area Director

Agenda: Additions / Approval

Roll Call

Previous Minutes / Approval

Treasurer's Report / Approval

09:30 **Agency and Partner Updates**

MASWCD & BWSR Check-In with John Jaschke, MN BWSR Executive Director and LeAnn Buck, MASWCD Executive Director) ~ Highlights of conservation district programs and partner efforts will be provided as well as an interactive session on leveraging local, state, and federal resources for on the ground implementation efforts.

NRCS, Speaker TBD. NRCS & SWCDs: What is a MOA/MOU between the NRCS and a SWCD, why we use them, plus the difference between an MOA/MOU and UCA (Unfunded Cooperative Agreement).

SWCD/BWSR Soil Health Programming Update with Jared House, Soils Programming Coordinator, Minnesota Board of Water and Soil Resources. BWSR received \$21 million from the state's general fund and \$12 million from the Clean Water Fund during the 2023 legislative session to support soil health programming. On November 1, 2023, BWSR was awarded a \$25 million allocation from the USDA Natural Resources Conservation Service (NRCS) under the Regional Conservation Partnership Program (RCPP) to utilize as financial assistance for producers to support their implementation of soil health practices. In late December 2024 and early 2025, BWSR, in coordination with NRCS and SWCD personnel, developed a comprehensive program initiative. An update on the SWCD soil health program including financial and technical assistance for producers will be provided.

Other Agencies/Partners (<10 min per update please)

10:45 **2026 Area IV Budget**

11:15 **Member Updates**

12:00 **Adjourn**

Minnesota Association of Soil & Water Conservation Districts (MASWCD)

Tentative Convention Schedule

SCHEDULE	SPONSORS & EXHIBITORS	LODGING
12.2 Tuesday 7 - 8:15 am - Continental Breakfast - \$ 7 - 4:30 pm - Registration 8:30 - 9 am - Business Meeting 9 - 10 am - Keynote 10 am - Break 10:30 - 11:15 am - Plenary Session 11:30 - 1:30 pm - MASWCD Awards Luncheon - \$ 1:30 pm - Break & Desserts 2 - 3 pm - Breakout Sessions 3 pm - Break 3:30 - 4:30 pm - Breakout Sessions 4:30 - 6:30 pm - Networking Reception - Appetizer Buffet & Cash Bar	12.3 Wednesday 7 - 8:15 am - Continental Breakfast - \$ 7 - 12 pm - Registration 8:30 - 12 pm - Business Meeting 8:30 - 10 am - Employee Sessions 9 - 10 am - Outstanding Conservationist Informational Program 10 am - Break 10:30 - 12 pm - Employee Sessions 10:30 - 11:30 am - Outstanding Conservationist Informational Program 12:15 - 2:15 pm - Outstanding Conservationist Luncheon & Awards Ceremony - \$	

Carver SWCD Monthly Report

September 2025

Mike Wanous – District Manager

- Follow up on Soil Health Grant – workplan developed in eLINK, grant agreement signed and returned
- Review and edits for response to Corps for the Watertown Wetland Bank site, mostly how the vegetation management and encroachment issues will be handled
- Public Drainage items – JD 5 tile line branch replacement (bids, ditch board packet), looking into maintenance requests for CD 4, CD 6, JD 1, JD 4
- Along with Terry, review upcoming BMP projects and appropriate grant funds and expiration dates – state cost share funding and Crow River WBIF funding
- Budget changes from County, reviewing impacts and ways to address it
- Time off – PTO to take care of things with passing of my aunt

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed August Treasurer’s Report, semi-monthly payroll and made liability payments. Uploaded payroll ledgers into OnBase. Drill billings sent to customers.
- Administrative: Prepared Minutes from August Board meeting. Prepared September Agenda packets and posted online. Updated 2025 resolutions document.
- Education – still learning the new website. I’ve updated the programs pages look more uniform, with the SWCD contact information at the bottom of each page. Contacted Tyler Koepp for assistance when needed.
- Records Management: continue to import permanent records into OnBase.

Terry Meiller – Resource Conservationist

- State Cost-share: Pre-Bid Meeting with Contractor for Watertown & Laketown Twsp projects (WASCBS & Waterways). Landowner meetings and follow up to discuss bid status, cost-share contracts, and project planning. Met with landowners to review and sign cost-share contracts. Crow WBIF ranking & project status updates in MS4Front, cost-share contracts generated and uploaded for funding obligations. RBA’s, factsheets and contracts prepared for SWCD board packets.
- Soil Health: Reached out to landowners to follow up regarding Cover Crop RCPP funding possibilities. Meeting with NRCS staff to discuss and review cover crop planning criteria needs and timelines for completing needed documents.
- CRP: Landowner phone calls and meetings re: CRP incentive status. Phone calls and meeting with NRCS staff re: sharing CRP1 contracts, conservation planning, etc. CRP incentive contracts and vouchers created for the 9 landowners eligible for incentive payments.
- WMO assistance: Construction inspections/as-built survey for storm water structure at Schram Vineyards.
- Misc: SWCD Board meeting. Watertown Wetland Bank meeting re: Corrective Actions plan. Updated vegetation management plans based on work completed 2022-2024. Great plains drill maintenance, deliveries, and calibrations (2 landowners). USFWS Assistance. Field survey, landowner follow up and provided survey details to USFWS staff for possible partnership agreement. JD4 cleanup request for Wright Co portion (Tech assistance to landowner).

Seth Ristow – Resource Conservation Technician

- Conducted site visits for RPBCWD Stewardship Grant Program (7 sites)
- Met with homeowners interested in our Pollinator Conservation Program (7 sites)
- Present at Native Plant Maintenance Workshop to residents of Carver County and RPBCWD (34 participants) was in August not July
- Conducted follow-up site visits from requests from workshop (14 sites) Discussed maintenance of existing projects
- Reviewed workshop evaluations (Mostly Positive)
- Participated in WMO's weekly development review meetings
- Met with Del Web HOA in Chaska and discussed status of conservation easements

Tom Genelin – Senior District Technician

- Meetings/Plan Review:
 - Suite Living (Chaska) pre-construction meeting
 - Elm Creek Ridge (Waconia) plan review
 - West Creek Village (Victoria) plan review
 - Club West 11th (Chaska) site meeting
 - The Cove Phase 2 (Watertown) plan review
 - Updated winter stabilization of construction sites memo
- Site inspections:
 - Crown Extrusions (Chaska) final inspection
 - Living Rock Church (NYA) final inspection
 - Winkler Crossing (Cologne) 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
 - Forest Hills 10th (Watertown) site inspection for ESC BMP conditions
 - 11/14 Roundabout (Victoria) site inspection for ESC BMP conditions
 - Carver Commons Phase 3 (Carver) site inspection for ESC BMP conditions
 - Carlson Bluffs (Chaska) site inspection for ESC BMP conditions
 - Ensconced Woods (Chaska) site inspection for ESC BMP conditions
 - Club West 11th (Chaska) site inspection for ESC BMP conditions
 - Harvest West (Chaska) site inspection for conservation easement
 - Huntersbrook Creekside (Victoria) site inspection for ESC BMP conditions
 - Waterford (Waconia) site inspection for ESC BMPs
 - 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
 - Oak Tree (Chaska) topsoil respread/decompaction inspection
 - Rivertown Heights (Chaska) topsoil respread/decompaction inspection

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Zellmann – Lots of project development tasks as we wrap up this easement- finalizing restoration plans, flagging the cropland for the current renter, etc.

- 5 CREP site visits to check native vegetation
- CREP site visit for trees, splitting of easement/property questions
- Continued work on 2 RIM vegetation enhancement applications- funding to improve old, degraded RIM easements.
- RIM Wetlands proposal in Watertown Twp.
- MN Buffer Law: Camden Twp. desktop review compliance checks
- Misc: Continued learning of new ArcPro software (replacing ArcMap). Drill- delivered to a landowner, set up and calibrated for their seedings.

Tyler Polster – District Technician

- WCA
 - WMO:
 - Conducted site visit with WMO staff, and assisting in ongoing permitting solutions to negate potential violation in NYA.
 - Conducted site visit with WMO staff for ice rink infrastructure left in wetland in Laketown township. Landowner was contacted and plan was made for removal.
 - Attended on-site TEP meeting for future development site South of Waconia.
 - Reviewed delineation reports for: Utility work along Luce Line trail; Future development site West of Waconia; Future large development site West of Carver along Highway 212; Updated application for Timber Creek Golf Course.
 - Chaska:
 - Attended on site TEP meeting for industrial building expansion along Highway 41.
 - Reviewed WCA reports for: Utility work along Big Woods Blvd.; Small development West edge of Chaska along Highway 212; Application deadline extension for large industrial center on Highway 10; Building improvements of older industrial building on Audubon Rd.
 - Chanhassen:
 - Attended on site TEP meeting for apartment building near Lake Minnewashta, and update to RPBCWD creek restoration project.
 - Reviewed WCA report for new trail and underpass connection underneath Galpin Rd.
 - Waconia: Reviewed WCA reports for new lift station near Reitz Lake.
 - Carver: Reviewed WCA reports for public service expansion.
 - NYA: Reviewed WCA reports for improvements to historic downtown area.
 - Minnehaha Creek Watershed District: Reviewed WCA reports for utility work through Victoria, and delineation of lake edge in Laketown Township.
 - Mayer: Attended onsite TEP visit at the Mayer Wetland Bank to discuss and confirm credit release schedule.
- Misc Helped Ben with Easement staking and cleanout. Conducted woodland health and tree identification site visit with homeowner near Watertown. Helping Seth with habitat/pollinator phone calls and site visits.