

Carver SWCD Board Meeting Minutes – October 16, 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
Member, Michael Lynch
Member, Karli Wittner

SWCD Staff Present:

District Manager, Mike Wanous
Landscape Restoration Specialist, Seth Ristow (partial meeting)
Resource Conservationist, Terry Meiller (partial meeting)

1. Call to Order.

Chair Zabel called the meeting to order at 8:03 AM.

2. Public Comments – None.

3. Agenda Review and Adoption.

Resolution 052-2025: Sons moved, Wittner seconded, to approve the October 16, 2025, Board Meeting Agenda as amended. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

4. Agency Reports

- a. FSA report – Due to the federal government shutdown, no FSA report was provided.
- b. NRCS report – Due to the federal government shutdown, no NRCS report was provided.

Chair Zabel commented that with the federal government shutdown, most USDA staff are on a temporary furlough. It is not known at this time how long the shutdown will last and/or if there will be any reduction in force (RIF) for the FSA or NRCS agencies.

- c. Carver County Report – Paul was not able to make it to the meeting this morning, no County report was provided.

5. Consent Agenda Items

Resolution 053-2025: Sons moved, Lynch seconded to approve the following consent agenda items:

- a. Approval of the September 18, 2025, Board Meeting Minutes
- b. Acceptance of the September 2025 Treasurer's Report
Discussion occurred regarding the receipt of funding for the Soil Health grant and how the federal government shutdown is impacting the ability to move ahead with eligibility items for potential applicants.

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

6. Regular Agenda Items

- a. CRP Incentive Grant contract proposals were presented at this time. CRP incentive payments to landowners will utilize the BWSR grant (\$20,000) and matching funds from Carver County WMO (\$10,000); along with remaining funding from the Lake Waconia WBIF grant (\$10,612). Payment proposals are as follows:

Description	Contract#	Acres	Rate	Payment Amount
Gary Meuwissen	CRP01	11.73	\$500.00	\$5,865.00
Raymond & Ann Hilk Limited Partnership	CRP02	5.87	\$250.00	\$1,467.50
Raymond & Ann Hilk Limited Partnership	CRP02	11.18	\$200.00	\$2,236.00
Brabec Farms	CRP03	18.71	\$200.00	\$3,742.00
Garly Klein	CRP04	18.87	\$200.00	\$3,774.00
Scholars Properties LLC	CRP05	20.00	\$600.00	\$12,000.00
James Storms	CRP06	6.60	\$138.71	\$915.50
WBIF Lake Waconia Grant CRP Incentives				
Marvin Rademacher	CRP07	5.3	\$500.00	\$2,650.00
Marvin Rademacher	CRP07	4.76	\$300.00	\$1,428.00
Joann Rademacher	CRP08	38.16	\$150.00	\$5,724.00
Marilu Luetke Peters	CRP09	1.62	\$500.00	\$810.00

Resolution 054-2025: Zbinden moved, Wittner seconded to approve the CRP incentive payments as presented. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

- b. Three pollinator program project payment requests have been received.

- 1) Roise – 1,872 total square feet, payment of \$3,423.25
- 2) Scholars Properties LLC – 2,000 total square feet, payment of \$458.69
- 3) Walker – 300 total square feet, payment of \$464.36

TOTAL PAYMENTS: \$4,346.30

Seth Ristow explained each project that has been completed and the requests for reimbursement from the landowners. Discussion on the use of plugs versus just using seed.

Resolution 055-2025: Zbinden moved, Lynch seconded to approve the three pollinator project payment requests as presented, totaling \$4,346.30. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

- c. MASWCD resolution votes – board members have submitted their votes or completed the voting online.
- d. MASWCD convention registration. Board members will let staff know prior to November 7 if they will be attending the convention and which days they plan to attend.
- e. Francine Larson, Sherburne SWCD, sent out an email requesting each District to consider donating a raffle item for the convention, or a cash donation directly to the State Envirothon. After some discussion, the consensus from the board was that each Board member will donate \$10, for a total of \$50 donation to the State Envirothon.
- f. The grant agreement for the 2026/2027 SWCD Programs and Operations Grants has been sent by BWSR in DocuSign. After a brief discussion, the Board agreed to authorize the District Manager to sign the agreement in DocuSign.

Resolution 056-2025: Sons moved, Wittner seconded to approve the District Manager to sign the 2026/2027 SWCD Programs and Operations Grants agreement with BWSR. 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) – did not meet.
- b. Metro Conservation District's (MCD) Committee (Zbinden; Lynch alt.) – did not meet.
- c. Education & Outreach Committee (Sons, Lynch) – At this time, Mike showed the Board a draft of the fall newsletter that will be sent out soon. Zbinden inquired about the new District website and how everything was working.
- d. Budget Committee (Sons, Zbinden) – The committee will meet immediately following today's Board meeting.
- e. WMO Advisory Committee (Zbinden; Sons alt.) – Zbinden provided a report from the September 30 meeting. There was a presentation from Andy regarding blue-green algae in lakes this year. Tim presented on a gully study around the Grace Lake chain of lakes in Chaska. Mike presented on the SWCD organization with an emphasis on ag related programs. Paul was not there but had sent the committee members an email about an adjustment to the WMO proposed levy reducing the proposed 6.8% increase down to 6.0% increase.
- f. South Fork Crow River 1W1P (Zabel; Lynch alt.) – the next meeting will be in 2026.
- g. The SWCD staff monthly progress report was presented and discussed.

8. Board of Supervisors Announcements

- a. Upcoming meetings/events:
 - November 11 – Veteran's Day, SWCD office closed
 - November 20 – SWCD Board Meeting 8:00 AM
 - November 27-28 – Thanksgiving Holiday observed (SWCD office closed)
 - December 2-3 – MASWCD Convention

9. Adjourn

Resolution 057-2025: Lynch moved, Sons seconded to adjourn the meeting at 9:15 AM Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

Next Board Meeting: Thursday, November 20, 2025, at 8:00 AM
Location: Public Works Headquarters, Conference Room 1
11360 Highway 212, Cologne, MN 55322

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

Carver Soil & Water Conservation District Treasurer's Report

As of October 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						25,715.37
10/08/2025	3811	NCPERS Group Life Ins.	910300-102025		16.00	25,699.37
10/08/2025	3812	HSA Bank	#W655265 September Fees		12.50	25,686.87
10/08/2025	3813	Elan Financial Services	1335		108.85	25,578.02
10/08/2025	3814	Carver County	PW-7141 September Fuel		267.25	25,310.77
10/09/2025	3815	Cost-Share Payments	Bartusch Pollinator		560.00	24,750.77
10/10/2025			Funds Transfer-488757890	35,000.00		59,750.77
10/14/2025		QuickBooks Payroll Service	Created by Payroll Service on 10/06/2025		15,740.99	44,009.78
10/15/2025	DD1216	Brockoff, Felicia L.	Direct Deposit	0.00		44,009.78
10/15/2025	DD1217	Datres, Benjamin R.	Direct Deposit	0.00		44,009.78
10/15/2025	DD1218	Genelin, Thomas M.	Direct Deposit	0.00		44,009.78
10/15/2025	DD1219	Meiller, Terry J.	Direct Deposit	0.00		44,009.78
10/15/2025	DD1220	Polster, Tyler J.	Direct Deposit	0.00		44,009.78
10/15/2025	DD1221	Ristow, Seth E.	Direct Deposit	0.00		44,009.78
10/15/2025	DD1222	Wanous, Richard M.	Direct Deposit	0.00		44,009.78
10/15/2025	EFT-863	HSA Bank	41-1385530		1,669.00	42,340.78
10/15/2025	EFT-864	Minnesota Revenue	7694248		1,046.00	41,294.78
10/15/2025	EFT-865	MSRS-VOYA	0058 Carver SWCD		1,329.00	39,965.78
10/15/2025	EFT-867	US Treasury IRS	41-1385530		5,703.86	34,261.92
10/15/2025	EFT-866	PERA	9103-00		3,576.42	30,685.50
10/23/2025	3816	Carver County	October Premium		13,267.55	17,417.95
10/23/2025	3817	Cost-Share Payments	Nathan Roise Pollinator		3,423.25	13,994.70
10/23/2025	3818	Cost-Share Payments	Scholars Properties LLC Pollinator		458.69	13,536.01
10/23/2025	3819	Cost-Share Payments	Walker Pollinator C/S		464.36	13,071.65
10/27/2025			Funds Transfer-491214790	35,000.00		48,071.65
10/27/2025	EFT-868	MN Department of Agriculture	2026 Live Plant Dealer Nursery Certificate Fee		281.00	47,790.65
10/27/2025	3820	NAPA	#315395 GMC Vent Solenoid		95.04	47,695.61
10/30/2025		QuickBooks Payroll Service	Created by Payroll Service on 10/23/2025		16,056.07	31,639.54
10/30/2025			Deposit-Drill Rental	450.00		32,089.54
10/31/2025	DD1223	Brockoff, Felicia L.	Direct Deposit	0.00		32,089.54
10/31/2025	DD1224	Datres, Benjamin R.	Direct Deposit	0.00		32,089.54
10/31/2025	DD1225	Genelin, Thomas M.	Direct Deposit	0.00		32,089.54
10/31/2025	DD1226	Meiller, Terry J.	Direct Deposit	0.00		32,089.54
10/31/2025	DD1227	Polster, Tyler J.	Direct Deposit	0.00		32,089.54
10/31/2025	DD1228	Ristow, Seth E.	Direct Deposit	0.00		32,089.54
10/31/2025	DD1229	Wanous, Richard M.	Direct Deposit	0.00		32,089.54
10/31/2025	EFT-869	HSA Bank	41-1385530		1,669.00	30,420.54
10/31/2025	EFT-870	Minnesota Revenue	7694248		1,046.00	29,374.54
10/31/2025	EFT-871	MSRS-VOYA	0058 Carver SWCD		1,329.00	28,045.54
10/31/2025	EFT-873	US Treasury IRS	41-1385530		5,703.82	22,341.72
10/31/2025	EFT-872	PERA	9103-00		3,576.42	18,765.30
10/31/2025			Interest	0.66		18,765.96
Total 1000 Checking-Security Bank				70,450.66	77,400.07	18,765.96
1100 Savings-Security Bank						491,735.77
10/10/2025			Funds Transfer-488757890		35,000.00	456,735.77
10/17/2025			Deposit QTR4-2025	143,415.50		600,151.27
10/27/2025			Funds Transfer-491214790		35,000.00	565,151.27
10/31/2025			Deposit-RIM Inspections	4,150.00		569,301.27
10/31/2025			Interest	586.04		569,887.31
Total 1100 Savings-Security Bank				148,151.54	70,000.00	569,887.31
1110 Member Savings-SouthPoint						10.30
Total 1110 Member Savings-SouthPoint						10.30
1150 Savings Citizens NYA						82,260.04
10/31/2025			Interest	94.66		82,354.70
Total 1150 Savings Citizens NYA				94.66	0.00	82,354.70
1200 Investments CD's						422,153.10
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)						111,227.29
Total 12.ONB*968 (4.1%-02/03/26)						111,227.29
12.SB&T*301 (4.2%-02/07/26)						100,000.00
Total 12.SB&T*301 (4.2%-02/07/26)						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						422,153.10
TOTAL				218,696.86	147,400.07	1,093,171.37



11360 Highway 212 STE 6
Cologne, MN 55322

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Treasurer's Monthly Report Program Summary - October 2025

	Cash Balance <u>9/30/2025</u>	<u>Receipts</u>	<u>Disbursements</u>	Cash Balance <u>10/31/2025</u>
<u>Funds</u>				
BWSR Soil Health Practices	\$180,000.00			\$180,000.00
BWSR CRP Incentive Grant	\$20,000.00			\$20,000.00
BWSR Buffer Implementation	\$12,158.92		\$6,954.08	\$5,204.84
BWSR Conservation Delivery	\$0.00			\$0.00
BWSR District Capacity	\$42,003.21		\$4,906.30	\$37,096.91
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	\$616,482.87	\$148,696.86	\$65,539.69	\$699,640.04
District Escrow	\$109,022.00			\$109,022.00
TOTAL	<u>\$1,021,874.58</u>	<u>\$148,696.86</u>	<u>\$77,400.07</u>	<u>\$1,093,171.37</u>

<u>Use of Cash</u>				
1000 Checking Security Bank	\$25,715.37	\$70,450.66	\$77,400.07	\$18,765.96
1100 Savings-Security Bank	\$491,735.77	\$148,151.54	\$70,000.00	\$569,887.31
1110 Savings-South Point CU	\$10.30			\$10.30
1150 Savings-Citizens NYA	\$82,260.04	\$94.66		\$82,354.70
1200 Investments CD's	\$422,153.10			\$422,153.10
TOTAL	<u>\$1,021,874.58</u>	<u>\$218,696.86</u>	<u>\$147,400.07</u>	<u>\$1,093,171.37</u>

Carver SWCD Board Treasurer

11/20/2025

Date

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

As of October 31, 2025

	<u>Oct 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	18,765.96
1100 Savings-Security Bank	569,887.31
1110 Member Savings-SouthPoint	10.30
1150 Savings Citizens NYA	82,354.70
1200 Investments CD's	
12.SB&T*939 (3.9%-11/23/25)	100,000.00
12.ONB*968 (4.1%-02/03/26)	111,227.29
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>422,153.10</u>
Total Checking/Savings	<u>1,093,171.37</u>
Accounts Receivable	
1300 Accounts Receivable	<u>19,835.55</u>
Total Accounts Receivable	<u>19,835.55</u>
Total Current Assets	<u>1,113,006.92</u>
TOTAL ASSETS	<u>1,113,006.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Sales Tax Payable	38.56
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	5,204.84
2405 Cost-Share	36,814.43
2409 CRP Incentive P25-0452	20,000.00
2406 District Capacity Funds	37,096.91
2407 Soil Health Grants	180,000.00
2408 WBIF Grants	5,393.15
Total 2400 Unearned-Deferred Revenue	<u>284,509.33</u>
Total Other Current Liabilities	<u>284,547.89</u>
Total Current Liabilities	<u>284,547.89</u>
Total Liabilities	<u>284,547.89</u>
Equity	
3000 FUND BALANCE	847,382.08
Net Income	<u>-18,923.05</u>
Total Equity	<u>828,459.03</u>
TOTAL LIABILITIES & EQUITY	<u>1,113,006.92</u>

Carver Soil & Water Conservation District

Profit & Loss Budget vs. Actual

January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Income				
4000 Intergovernmental County				
4010 Annual Allocation	573,662.00	573,581.00	81.00	100.0%
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	573,662.00	601,081.00	-27,419.00	95.4%
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	8,140.00	12,500.00	-4,360.00	65.1%
4120 MCD, MACD Revenue	54,611.91	35,000.00	19,611.91	156.0%
Total 4100 Intergovernmental Local	62,751.91	47,500.00	15,251.91	132.1%
4200 Intergovernmental State				
4202 Buffer Implementation	24,333.87			
4205 Cost-Share	14,242.47			
4206 District Capacity Funds	16,384.13			
4208 Easement Reimbursements	8,300.00			
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	137,813.09	363,000.00	-225,186.91	38.0%
4300 Charges for Services				
4320 Great Plains Drill Rental	4,389.00	7,500.00	-3,111.00	58.5%
4330 Tree & Native Seed Sales	22,388.51	27,000.00	-4,611.49	82.9%
Total 4300 Charges for Services	26,777.51	34,500.00	-7,722.49	77.6%
4400 Interest Earnings	17,354.37	17,500.00	-145.63	99.2%
4500 Miscellaneous Revenues	28.50	7,500.00	-7,471.50	0.4%
Total Income	818,387.38	1,071,081.00	-252,693.62	76.4%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	530,212.32	621,222.00	-91,009.68	85.3%
5102 Payroll Fees	910.75	1,000.00	-89.25	91.1%
5103 SWCD - FICA/Medicare	37,263.25	47,523.00	-10,259.75	78.4%
5104 SWCD - Insurance Ben.	105,337.56	150,000.00	-44,662.44	70.2%
5105 SWCD - PERA & DCP	38,606.94	46,592.00	-7,985.06	82.9%
5106 MN Paid Leave Law	0.00	7,455.00	-7,455.00	0.0%
Total 5100 Personnel Services	712,330.82	873,792.00	-161,461.18	81.5%
5200 Other Services & Charges				
5201 Dues	7,931.37	9,000.00	-1,068.63	88.1%
5202 Education & Promotion	236.70	2,500.00	-2,263.30	9.5%
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	870.80	2,000.00	-1,129.20	43.5%
5207 Office Operations/Misc.	5,888.55	7,500.00	-1,611.45	78.5%
5208 Professional Services	5,000.00	5,000.00	0.00	100.0%
5209 Supervisor Expenses	80.00	1,500.00	-1,420.00	5.3%
5220 Vehicle/Equipment Expenses	4,771.62	6,000.00	-1,228.38	79.5%

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

January through October 2025

	<u>Jan - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 5200 Other Services & Charges	40,126.62	52,000.00	-11,873.38	77.2%
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	764,895.31	949,292.00	-184,396.69	80.6%
6000 Project Expenses				
6100 District Projects				
6113 ETA/Misc. MCD Reimb.	18,683.83			
6114 Tree Program Expenses	18,475.73			
Total 6100 District Projects	37,159.56			
6200 State Projects				
6207 Soil Health Cost-Share	8,000.00			
6221 Cost-Share Projects	14,242.47			
6222 District Capacity	10,898.09			
6224 Easement Expenses	2,115.00			
6200 State Projects - Other	0.00	71,789.00	-71,789.00	0.0%
Total 6200 State Projects	35,255.56	71,789.00	-36,533.44	49.1%
6000 Project Expenses - Other	0.00	50,000.00	-50,000.00	0.0%
Total 6000 Project Expenses	72,415.12	121,789.00	-49,373.88	59.5%
Total Expense	837,310.43	1,071,081.00	-233,770.57	78.2%
Net Income	-18,923.05	0.00	-18,923.05	100.0%



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: November 20, 2025

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Approve cost-share payment of \$1,565.00 to Kim Kuntz for installing 2 grassed waterways, totaling 1,057'. Total cost for completing the project was \$11,322.90.

SUMMARY:

Kim Kuntz was approved to receive cost-share funding to construct 2 grassed waterways in Watertown Township section 24. The grassed waterways will address recurring ephemeral and gully erosion that was occurring in the crop field.

This project is located within the South Fork Crow River Watershed (SFCRW) planning area and was approved for SFC funding. The amount approved for financial assistance through SFC funding was \$8,492.18 (75%). The amount requested for financial assistance through FY23 state cost share was \$1,565.00 (14%) to utilize remaining cost-share funds Carver SWCD had available, not to exceed 90% of the total project costs.

STAFF RECOMMENDATION:

Staff recommends approval of the Kim Kuntz cost-share payment of \$1,565.00.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

Fact Sheet and map attached.

Previous Board Action:

Application Approved September, 2025



Kim Kuntz

Project Fact Sheet

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

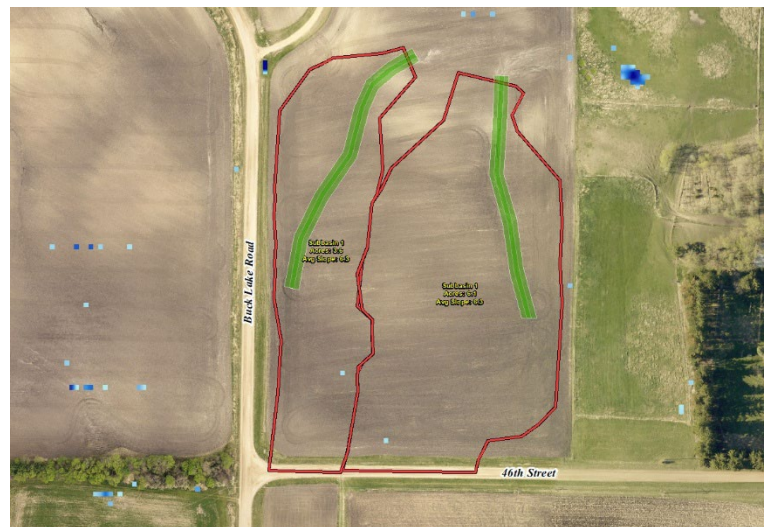
Grant SFCR & FY2023 State Cost-share
Total Cost: **\$11,322.90**
Cost-Share SFCR: \$8,492.18
FY23 Cost-share: \$1,565.00
Landowner Cost \$1,265.72

Project Overview

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



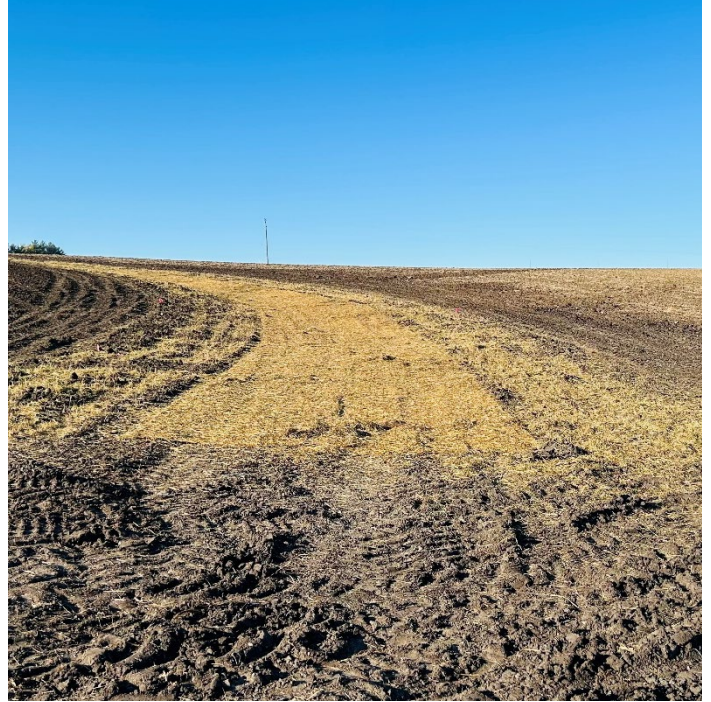


Kim Kuntz

Project Fact Sheet

Watertown Twp.
Sec. 24

Grassed Waterways
(412)





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: November 20, 2025

Prepared by: Mike Wanous, Felicia Brockoff

PURPOSE/ACTION REQUESTED:

A new Minnesota law goes into effect on January 1, 2026, that provides Paid Family Medical Leave (PFML) for employees that need to take time away from work to care for themselves or family members. The SWCD needs to add policy language regarding the new PFML law.

SUMMARY:

The attached DRAFT policy provides the basic information regarding PFML. The SWCD has a few choices to make regarding the implementation of the new law:

- Decide how to split premiums: Employers must cover at least 50% of premium cost but could choose to cover more.
- Decide whether to allow supplemental payments: Paid Leave only covers a portion of the employee's wages. Employers could choose to "top off" payments by allowing use of vacation or sick time (PTO in our situation).
- Decide on intermittent leave blocks of time: what is the shortest block of time that an employee can use for Paid Leave?

STAFF RECOMMENDATION:

In addition to the attached policy, staff recommends the following:

- Split premiums – of the 0.88% the employee/Supervisor will pay 0.44%
- Do not allow supplemental payments, employees can choose PTO or Paid Leave, but not both for the same leave event
- Shortest block of time for Paid Leave = 1 hour

EXPLANATION OF FISCAL/FTE IMPACT:

An estimate of \$4,396 has been included in the 2026 budget to cover the premiums for the new Paid Leave law (it will likely be less)

Supporting Documents:

DRAFT policy attached

Previous Board Action:

None

Minnesota Paid Family and Medical Leave (PFML) Policy

Effective Date: January 1, 2026

Purpose

This policy outlines employee rights and employer responsibilities under Minnesota's Paid Family and Medical Leave (PFML) law, which provides partial wage replacement and job protection for qualifying family and medical leave events.

Eligibility

Employees (and Supervisors) are eligible for PFML if they:

- Earned at least 5.3% of the state's average annual wage in the previous year
- Perform at least 50% of their work in Minnesota, or reside in Minnesota and perform some work here
- Are current employees or former employees separated for less than 26 weeks

Covered Leave Types

Eligible employees may take leave for:

- **Medical Leave:** Up to 12 weeks for the employee's own serious health condition
- **Family Leave:** Up to 12 weeks for:
 - Bonding with a new child
 - Caring for a family member with a serious health condition
 - Addressing a military exigency
 - Taking safe leave (e.g., domestic violence situations)

Combined Cap: Maximum of 20 weeks of paid leave per benefit year

Wage Replacement

Employees will receive partial wage replacement through the state program.

Job Protection

Employees are entitled to job reinstatement after PFML if they have worked for the SWCD for at least 90 consecutive days.

Health Insurance Continuation

The SWCD will maintain the employee's health insurance coverage during PFML on the same terms as if the employee were actively working.

Payroll Contributions

Starting January 1, 2026:

- A payroll tax of 0.88% will fund the program, split evenly between employer and employee (0.44% each), for small employers the minimum contribution is 0.22%

Coordination with Other Leave

PFML will run concurrently with:

- Federal Family and Medical Leave Act (FMLA)
- Any applicable short-term disability policies

Notice Requirements

Employees must provide:

- At least 30 days' notice for foreseeable leave
- As much notice as practicable for unforeseeable leave
- Documentation as required by the state program

Employer Responsibilities

- Begin payroll deductions on January 1, 2026
- Submit quarterly wage reports starting October 31, 2024
- Post required notices and distribute individual notifications by December 1, 2025
- Update payroll systems to reflect PFML deductions and benefits

Anti-Retaliation

Retaliation against employees for requesting or taking PFML is strictly prohibited.

Carver SWCD **DRAFT** Budget - 2026

Income

4000 Intergovernmental County	
4010 Annual Allocation	\$573,581
4020 CCWMO Projects	\$10,000
4030 Ditches/Misc. County Rev.	\$15,000
4040 WCA Services	\$10,000
Total 4000 Intergovernmental County	\$608,581
4100 Intergovernmental Local	
4110 Cities, WD, LGU Revenue	\$20,000
4120 MCD, MACD Revenue	\$35,000
Total 4100 Intergovernmental Local	\$55,000
4200 Intergovernmental State	
4202 Buffer Implementation	\$20,000
4204 Conservation Delivery	\$19,000
4205 Cost-Share	\$20,000
4210 RIM Misc. Income	\$10,000
4207 Soil Health C/S	\$60,000
4212 SWCD Aid	\$133,000
4211 WBIF Grants	\$40,000
4200 Intergovernmental State - Other	\$60,000
Total 4200 Intergovernmental State	\$362,000
4300 Charges for Services	
4320 Great Plains Drill Rental	\$7,500
4330 Tree & Native Seed Sales	\$30,000
Total 4300 Charges for Services	\$37,500
4400 Interest Earnings	\$20,000
4500 Miscellaneous Revenues	\$5,000
Total Income	\$1,088,081

Expense

5000 District Operations	
5100 Personnel Services	
5101 Payroll Expenses	\$666,016
5102 Payroll Fees	\$1,200
5103 SWCD - FICA/Medicare	\$50,950
5104 SWCD - Insurance Ben.	\$150,000
5105 SWCD - PERA & DCP	\$49,951
5106 MN Paid Leave Law	\$4,396
5100 Personnel Services - Other	\$0
	\$922,513
5200 Other Services & Charges	
5201 Dues	\$9,000
5202 Education & Promotion	\$2,000
5203 Employee Expense	\$2,500
5204 Equipment Repairs	\$500
5205 MCIT Insurance Coverage	\$14,500
5206 Mileage	\$1,500
5207 Office Operations/Misc.	\$7,000
5208 Professional Services	\$5,000
5209 Supervisor Expenses	\$1,500
5220 Vehicle/Equipment Expenses	\$5,000
	\$48,500
5300 Supplies - Office & Field	\$2,500
5400 Capital Outlay	\$10,000
6000 Project Expenses	
6100 District Projects	\$40,000
6200 State Projects	\$64,568
	\$104,568
Total Expense	\$1,088,081



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Carver SWCD Monthly Report

November 2025

Mike Wanous – District Manager

- Prepared minutes and follow up from the Oct. board meeting, final details of 2026 budget
- Worked with a family to apply for the Local Government Road Wetland Replacement Program (LGRWRP) – if accepted it would be a 40-acre site with around 25 acres of restored wetland
- Numerous ditch and drainage related requests, there are active requests on CD4, CD6, JD1, JD4, JD15, JD22 (JD5 lateral work recently completed)
- Final work was completed to reset the Salem Ave culvert, on site meeting and final inspection
- Worked on the new Minnesota Paid Family Medical Leave law, policy, details, how it might work for the SWCD
- Meetings – WMO CAC mtg, MCD mngr mtg, weekly mtgs with Paul

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed October Treasurer's Report, semi-monthly payroll and payroll liabilities. Uploaded payroll ledgers into OnBase for permanent storage. Paid pollinator contracts that were approved at the Board meeting and updated their administrative files. Reviewing the MN Paid Leave Law website, received information from Peterson & Company
- Administrative: Updated 2025 resolutions document. Prepared November Agenda packets and posted online. Attended an open enrollment insurance meeting and filled out my 2026 forms.
- Education – Put our fall newsletter together, and worked with Carver County IT office manager, Lisa Songle, to get it printed and mailed out. Updated the mailing list with edits from Lisa. Worked with Tyler Koepp on some website items (opening the store back up, hiding products we no longer carry).
- Trees – renewed our nursery license with MDA. Updated pricing in our online store, and adjusted the inventory to Schumacher's confirmation. Processing the tree orders as they come in. Manually adjusting the online inventory when we receive a mail in order.

Terry Meiller – Resource Conservationist

- Crow WBIF:
 - Created alignments and stakeout files for Zellmann Farm project (Braunworth Farm), uploaded to R10 unit in preparation for construction needs.
 - Pre-Construction meetings, Construction inspections, As-built Surveys, and Redline documentation completed for both Zellmann Farm projects. Met with seeding contractor to review seeding/mulching needs and documented final seeding.
 - Construction Inspection, As-built survey and Redline documentation completed for Kuntz grassed waterway. Certification completed and submitted documents to SFCR MS4Front for payment.
 - Construction staking completed for Lind terrace project (main tile and upper terrace). Follow up with landowner and contractor re: project start date.
 - Landowner contact re: possible BMP's in Watertown Twp (Rheingold Stables). Completed site survey and initial concept design for BMP (waterway & WASCB)
- CRP: Updated incentive agreement for MacNally SFCR approved CRP incentive. Landowner phone calls, landowner meeting/site visits to prepare for fall dormant seedings. Drill deliveries/pick-up, calibrations for CRP plantings (Kerber, Schulars).
- Misc: Teams Meeting with Hennepin Co staff re: Shoreline stabilization project, 342 practice Standard.

Seth Ristow – Resource Conservation Technician

- Walked and evaluated Chaska Creek Re-meander with Tim, Natural Shore Tech, and DNR. Restoration is in excellent condition.
- Created planting plan for Pheasants Forever at Tiger Lake parking lot. 500SF pollinator plug planting at trail entrance.
- Closed out Pollinator Program and Stewardship Grant Program projects (6 closeouts).
- Conducted on site consultations for RPBCWD Stewardship Grant Program (7 sites).
- Had meeting with representatives of Porter Way Solar Site to discuss retrying restoration of site after 7 years.
- Reviewed and commented on vegetation proposal for steep slope variance on Old Beach Rd. in Waconia for Lane.
- Wrote article about native seed collection for our annual newsletter.
- Continued to learn from Arc Pro tutorials.
- Met with WMO to discuss Native Plant Workshop for municipalities ideas.
- Met with Chevalle HOA to discuss future preservation site to replace reuse system.
- Attended RPBCWD's Evening with the Watershed.

Tom Genelín – Senior District Technician

- Meetings/Plan Review:
 - Highpoint Vista (Chaska) utility pre-construction meeting
 - Village at Cologne (Cologne) pre-construction meeting
 - The Cove 2nd Addition (Watertown) plan review
 - Bredeson Single Family Home (Waconia) plan review
 - Chevalle 19th (Chaska) plan review
 - Elm Creek Ridge (Waconia) plan review
- Site inspections:
 - Highpoint Vista (Chaska) site inspection for ESC BMP conditions
 - Goodwill (Waconia) site inspection for ESC BMP conditions
 - Central Schools (NYA) final inspections
 - Keenan Driveway (San Fran. Twp.) final inspection
 - Wegscheid Pond (Mayer) final inspection
 - Dollar General (Mayer) Site inspection for ESC BMP conditions
 - Tractor Supply (Waconia) site inspection for ESC BMP conditions
 - Rivertown Heights (Chaska) topsoil respread/decompaction inspection
 - 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
 - Creekside Park (Carver) 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 topsoil respread
 - Harvest West (Chaska) site inspection for topsoil respread
 - The Cove (Watertown) 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 – Final easement recorded! Sent to BWSR for processing. Working on restoration and seeding timelines.
 - Finished 2025 annual RIM/CREP easement inspections (37 total).
- MN Buffer Law: In field compliance checks with crops off.
- Misc:
 - Ditches- CD-4a: surveyed 2.5miles of ditch north of CR50, and along Salem Ave. Converted elevations to the correct datum to match 1966 engineer report. Creating maps to review ditch bottom profile etc.
 - Two CRP site visits checking on planting conditions etc.
 - Drill- CRP seedings are in full swing. Delivered Great Plains Drill and calibrated seeding rate for 4 Carver County landowners, 1 Wright Co. CREP project. 230+ acres seeded in the last 2 weeks. Very busy.
 - State Cost Share/EQIP- Zellmann project construction oversight. Olson project checking new structure installed. Construction staking for Young project.

Tyler Polster – District Technician

- WCA
 - WMO:
 - Reviewed revised application for new development on Elm Creek Drive West.
 - Reviewed application and attended TEP meeting to discuss and verify wetlands for large development application near carver.
 - Conducted field visit of possible wetland and Highway 5 ROW violation near Waconia. WMO issued an after the fact permit. MNDOT is currently working with landowner to resolve ROW issue.
 - Conducted site visit with Tom of previous violation on Highway 212 to confirm landowner is still in compliance.
 - Chanhassen: Attended TEP meeting to approve location for future Recreation Center building in Avienda neighborhood
 - Arboretum: Attended TEP meeting to confirm wetlands on site of new building being built at the Arboretum.
 - Minnehaha Creek Watershed District:
 - Attended meeting to review application for downtown Victoria development project.
 - Attended TEP meeting for stormwater improvements on Lake Minnewashta.
 - Reviewed application for homeowner renovations on Marsh Lake.
 - Waconia: Attended TEP meeting to field verify and agricultural field being converted to water treatment facility.
 - Watertown: Attended TEP meeting to field verify wetlands for Highway 27 improvements.
 - Carver: Attended TEP meeting to field verify fallow field being used for future bus station off Commerce Drive.
- Assisted Terry in survey and stakeout of Cost-Share projects.