

Carver SWCD Board Meeting Minutes – November 20, 2025

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

Board Members Present:

Mark Zabel, Chair
Jeffrey Sons, Secretary/Treasurer
Michael Lynch, Member
Karli Wittner, Member

Board Members Absent:

Marcus Zbinden, Vice Chair

SWCD Staff Present:

Mike Wanous, District Manager
Felicia Brockoff, Administrative & Finance Specialist

Others Present:

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

1. Call to Order.

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

2. Public Comments – None.

3. Agenda Review and Adoption.

The pollinator project approval listed under 6-d on the Agenda has been removed, they will be brought to the December Board meeting for approval. It was also noted under the Personnel Committee, Terry's 21-year anniversary is November 22.

Resolution 058-2025: Lynch moved, Wittner seconded, to approve the November 20, 2025, Board Meeting Agenda as amended. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-absent. Motion carried.

4. Agency Reports

- a. Carver County Report – Tim Sundby gave a presentation on the Lyman Bridge, Big Woods Lake ravine projects, and Seminary Fen where ETA funds were provided through the SWCD.

Public works has constructed a new bridge on Lyman Blvd. In the state bonding bill to complete the project, they were required to do a wetland restoration to fix the ravine. An old pipe was removed, and wetland improvements were completed for the restoration. Funding for the project was provided by WBIF, \$180,000 and an \$80,000 match from the Carver County WMO. Tim reported a lot of riffle points were installed, due to the large change in elevation levels. Under the bridge, large rip rap rocks were installed, which is a requirement.

Tim also reported they are working with the City of Chaska, TEL Industries, and MN Native Landscapes to repair a large ravine draining into Big Woods Lake. He explained that rock chutes will be set up before water can enter the lake. There will also be toe protection installed, and removal of

Buckthorn and replacing the area with native species. \$40,000 in WBIF has been allocated for the project.

The City of Chaska has identified a large ravine as C2, which is causing lots of sediment to enter the Seminary Fen. The project costs to repair this have included \$870,000 from a WBIF grant to the City of Chaska, \$85,000 from the Carver County WMO, and \$15,000 engineering assistance from the SWCD ETA program.

Tim also reported on the goldfish issue in Hazeltine Lake. In the past 5 years, approximately 600,000 goldfish have been removed. The internal load in the lake has been knocked down by 50%, and the lake now has emerging vegetation. He also reported on Meuwissen and Benton Lakes. They have found that Meuwissen has been determined as the nursery spot for carp. After an EGS system has been installed to remove carp, Meuwissen Lake is now under the state standards for phosphorus. They are also starting to see the benefits in Benton Lake.

- b. NRCS report – Cindy reported they were able to come back to work on November 13. Katie and Cindy are trying to catch up meeting with producers, getting payments out the door, but they are limited on what payments they can process. She reported there will be a lot of changes coming with the passing of the One Big Beautiful Bill, but they aren't sure what those changes will look like yet.

The application deadline for 2026 EQIP was August 1. The last they heard was ranking deadline was planned for January 9, 2026, but they're waiting to see if the date changes. There were 19 EQIP applications received for Carver County.

She also reported they are working through practice certifications and annual payments for existing CSP contracts. The original application deadline for FY 2026 CSP sign-up was originally October 31, 2025. They are waiting to see if that date will change.

Cindy also thanked the SWCD for answering questions for producers about their CRP plantings, while staff was on furlough. FSA should start making the CRP payments soon, they just received authorization yesterday to do so. All construction projects were also on hold during the furlough, but she reported 1 project is back up and running, while others will most likely be delayed.

- c. FSA Report – Jennifer was unable to attend today.

5. Consent Agenda Items

Resolution 059-2025: Sons moved, Wittner seconded to approve the following consent agenda items:

- a. Approval of the October 16, 2025, Board Meeting Minutes
 - b. Acceptance of the October 2025 Treasurer's Report
- Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-absent. Motion carried.

6. Regular Agenda Items

- a. At last month's meeting, Supervisors discussed making personal contributions towards the MN State Envirothon. Today is "Give to the Max" day, so staff will make the contribution today, on behalf of the Supervisors.
- b. Registration has been sent in for the MASWCD Convention for both Supervisors and Staff who were interested in attending. The convention dates are December 2-3.

- c. Kim Kuntz has recently completed construction of his two grassed waterways and has requested his reimbursement payment through the SWCD. Kuntz's project will be funded through the South Fork Crow River WBIF and the SWCD's FY23 state cost-share program. The total cost of Kuntz's project was \$11,322.90, cost-share funding from South Fork Crow River was \$8,492.18 (75%). The SWCD's cost-share portion is set at \$1,565.00, which gets Kuntz close to 90% of cost-share for the project.

Resolution 060-2025: Sons moved, Lynch seconded to approve a payment of \$1,565 to Kim Kuntz utilizing the FY23 cost-share funds. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-absent. Motion carried.

- d. Seth will bring completed pollinator projects to the December Board meeting for approval.
- e. Discussion on the Minnesota Paid Family Medical Leave that will start January 1, 2026. Mike explained that every employer has to have a policy in place, and we need to decide how to cover the premiums, supplemental payments, intermittent leave blocks of time. The Board reviewed the draft policy Mike put together, based on examples provided on the MN Paid Family Medical Leave website. The SWCD Board set the following additional requirements for the policy:
- The premiums will be split between the SWCD (0.22%, small employer rate) and the employee (0.44%).
 - The SWCD will not allow supplemental payments for employees while they are using the MN Paid Family Medical Leave.
 - The minimum block of time employees can use for the MN Paid Family Medical Leave will be 3 consecutive working days, or the equivalent of 24 hours.

Resolution 061-2025: Lynch moved, Wittner seconded to approve the MN Paid Family Medical Leave policy as discussed, and to add this as an SWCD organizational meeting discussion item starting January 2027. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-absent. Motion carried.

- f. Mike reported that the SWCD will be receiving a 0% increase for its 2026 Budget. In order to balance the budget of increasing expenses, Mike has proposed to increase the hourly ditch rate we are currently charging Carver County. Dave Frischmon is responsible for the drainage ditch assessments, and the redetermination of benefits, but Mike has been spending lots of time with landowners and attending meetings over the past couple of years. Mike also reported that our currently hourly rate to charge the RPBCWD for technical assistance is \$55 per hour. The contract will renew in 2026, and that hourly rate will also be increased. He also reported that Carver County has built in a 7% increase for staffing for 2026, which is what has been built into the SWCD's 2026 budget. Chair Zable stated that budgets for 2027 will most likely be very low again. He also inquired about pollinator program funding, since the District Capacity funding will end on 12/31/2026. Mike has discussed the program with Paul Moline, and if needed they could possibly provide the cost-share funding for the pollinator program to continue as part of their landowner cost-share program.

Resolution 062-2025: Sons moved, Lynch seconded, to approve the 2026 budget as presented. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-absent. Motion carried.

7. SWCD Board Committee & SWCD Staff Monthly Reports

- a. Personnel Committee (Zabel, Zbinden) – The Personnel Committee will meet in December prior to the Board meeting. The December Board meeting will start at 4:00 PM on December 18.

- b. Metro Conservation District's (MCD) Committee (Zbinden; Lynch alt.) – Zbinden and Lynch were unable to attend the meeting. Mike reported that the programs were discussed for the next three years as part of the workplan and budget. Dues were also discussed, and they are expected to stay at a low rate, in order to get MCD's fund balance closer to their \$30,000 target. Chisago SWCD discussed using ETA funds to purchase a drone for even more accurate survey elevation shots. The issue they are running into is that MCIT will not ensure the drone, since it is technically state-owned equipment. Chisago SWCD is working on an agreement to try and remedy the situation.
- c. Education & Outreach Committee (Sons, Lynch) – The fall newsletter has been sent out, and tree orders have been coming in steadily. The online store is working well, and any issues are quickly fixed by Brettworks Tech, if needed.
- d. Budget Committee (Sons, Zbinden) – nothing more to report
- e. WMO Advisory Committee (Zbinden; Sons alt.) – Lynch reported that Tim Sundby gave a similar presentation at the WMO meeting as he did today. Kristin Larson also discussed the boundary adjustments that will be made for watersheds. As parcels are split or sold, the boundary adjustments need to be reviewed so taxed parcels are going to the correct watershed. The November and December meetings have been canceled, the next meeting will be January of 2026.
- 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. Mike has been receiving a lot of calls about the ditch assessment invoices that have recently been sent out.

8. Board of Supervisors Announcements

- a. Upcoming meetings/events:
 - November 27-28 – Thanksgiving Holiday observed (SWCD office closed)
 - December 2-3 – MASWCD Convention
 - December 18 – SWCD Board Meeting, time has been changed to **4:00 PM**
 - December 24-25 – Christmas Holiday observed (SWCD office closed)

9. Adjourn

Resolution 063-2025: Lynch moved, Sons seconded to adjourn the meeting at 9:56 AM. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-absent. Motion carried.

Next Board Meeting: Thursday, December 18, 2025, at 4:00 PM
Location: Public Works Headquarters, Conference Room 1
 11360 Highway 212, Cologne, MN 55322

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

Carver Soil & Water Conservation District

Treasurer's Report

As of November 30, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						18,765.96
11/03/2025			Deposit-Trees	135.64		18,901.60
11/04/2025			Deposit-Trees	708.53		19,610.13
11/05/2025	3821	Elan Financial Services	1335		359.59	19,250.54
11/05/2025	3822	HSA Bank	#W661782 October Fees		12.50	19,238.04
11/05/2025	3823	NCPERS Group Life Ins.	910300-112025		16.00	19,222.04
11/06/2025			Deposit-Trees	169.32		19,391.36
11/07/2025			Deposit-Trees	440.90		19,832.26
11/10/2025			Deposit-Trees	431.49		20,263.75
11/12/2025			Funds Transfer-493284426	35,000.00		55,263.75
11/12/2025			Deposit-Trees	368.38		55,632.13
11/12/2025	3824	Carver County	PW-7144 Oct. Fuel & PW-7147 Lath		556.61	55,075.52
11/12/2025			Deposit-ETA & Trees	19,591.19		74,666.71
11/13/2025		QuickBooks Payroll Service	Created by Payroll Service on 11/05/2025		15,641.00	59,025.71
11/13/2025	3825	MASWCD	Convention Registration		1,775.00	57,250.71
11/14/2025	DD1230	Brockoff, Felicia L.	Direct Deposit	0.00		57,250.71
11/14/2025	DD1231	Datres, Benjamin R.	Direct Deposit	0.00		57,250.71
11/14/2025	DD1232	Genelin, Thomas M.	Direct Deposit	0.00		57,250.71
11/14/2025	DD1233	Meiller, Terry J.	Direct Deposit	0.00		57,250.71
11/14/2025	DD1234	Polster, Tyler J.	Direct Deposit	0.00		57,250.71
11/14/2025	DD1235	Ristow, Seth E.	Direct Deposit	0.00		57,250.71
11/14/2025	DD1236	Wanous, Richard M.	Direct Deposit	0.00		57,250.71
11/14/2025	EFT-874	HSA Bank	41-1385530		1,669.00	55,581.71
11/14/2025	EFT-875	Minnesota Revenue	7694248		1,046.00	54,535.71
11/14/2025	EFT-876	MSRS-VOYA	0058 Carver SWCD		1,429.00	53,106.71
11/14/2025	EFT-877	PERA	9103-00		3,576.42	49,530.29
11/14/2025	EFT-878	US Treasury IRS	41-1385530		5,703.84	43,826.45
11/14/2025			Deposit-Trees	208.16		44,034.61
11/17/2025	3826	Meuwissen, Gary	CRP Incentive		5,865.00	38,169.61
11/17/2025	3827	Raymond & Ann Hilk Limited...	CRP Incentive		3,703.50	34,466.11
11/17/2025	3828	Brabec Farms	CRP Incentive		3,742.00	30,724.11
11/17/2025	3829	Klein, Gary	CRP Incentive		3,774.00	26,950.11
11/17/2025	3830	Schulars Properties LLC	CRP Incentive		12,000.00	14,950.11
11/17/2025	3831	Storms, James	CRP Incentive		915.50	14,034.61
11/17/2025	3832	Rademacher, Marvin	CRP Incentive		4,078.00	9,956.61
11/17/2025	3833	Rademacher, Joann	CRP Incentive		5,724.00	4,232.61
11/17/2025	3834	Luetke Peters, Marilu	CRP Incentive		810.00	3,422.61
11/17/2025	3835	Carver County	INTINV-720 Adobe License		1,089.63	2,332.98
11/19/2025			Funds Transfer-495152292	50,000.00		52,332.98
11/19/2025			Deposit-Trees	834.76		53,167.74
11/20/2025			Deposit-Trees, Drill, Envirothon	455.00		53,622.74
11/21/2025			Deposit-Trees	53.27		53,676.01
11/21/2025	3836	Carver County	Insurance Monthly Premium		13,267.55	40,408.46
11/21/2025	3837	Cost-Share Payments	Kim Kuntz-C/S Project		1,565.00	38,843.46
11/21/2025	3838	Carver County	INTINV-721 Fall Newsletter		1,574.46	37,269.00
11/21/2025	3839	Carver County	PWM-25-007 Engineering		15,000.00	22,269.00
11/24/2025			Funds Transfer	101,935.78		124,204.78
11/24/2025	3840	Carver SWCD	New CD at Old National Bank		100,000.00	24,204.78
11/25/2025			Deposit-Trees	162.67		24,367.45
11/25/2025			Deposit-Trees & Drill	280.00		24,647.45
11/26/2025		QuickBooks Payroll Service	Created by Payroll Service on 11/19/2025		15,956.04	8,691.41
11/26/2025			Funds Transfer-495549432	35,000.00		43,691.41
11/26/2025			Deposit-Trees & Drill	645.11		44,336.52
11/28/2025	DD1237	Brockoff, Felicia L.	Direct Deposit	0.00		44,336.52
11/28/2025	DD1238	Datres, Benjamin R.	Direct Deposit	0.00		44,336.52
11/28/2025	DD1239	Genelin, Thomas M.	Direct Deposit	0.00		44,336.52
11/28/2025	DD1240	Meiller, Terry J.	Direct Deposit	0.00		44,336.52
11/28/2025	DD1241	Polster, Tyler J.	Direct Deposit	0.00		44,336.52
11/28/2025	DD1242	Ristow, Seth E.	Direct Deposit	0.00		44,336.52
11/28/2025	DD1243	Wanous, Richard M.	Direct Deposit	0.00		44,336.52
11/28/2025	EFT-879	HSA Bank	41-1385530		1,669.00	42,667.52
11/28/2025	EFT-880	Minnesota Revenue	7694248		1,046.00	41,621.52
11/28/2025	EFT-881	MSRS-VOYA	0058 Carver SWCD		1,429.00	40,192.52
11/28/2025	EFT-882	PERA	9103-00		3,576.42	36,616.10
11/28/2025	EFT-883	US Treasury IRS	41-1385530		5,703.88	30,912.22
11/30/2025			Interest	2.32		30,914.54
Total 1000 Checking-Security Bank				246,422.52	234,273.94	30,914.54
1100 Savings-Security Bank						569,887.31
11/12/2025			Funds Transfer-493284426		35,000.00	534,887.31

Carver Soil & Water Conservation District

Treasurer's Report

As of November 30, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
11/17/2025			Deposit-C/S, ConsDelivery	78,320.00		613,207.31
11/19/2025			Funds Transfer-495152292		50,000.00	563,207.31
11/21/2025			Deposit-MCIT Dividend	649.00		563,856.31
11/26/2025			Funds Transfer-495549432		35,000.00	528,856.31
11/30/2025			Interest	559.24		529,415.55
Total 1100 Savings-Security Bank				79,528.24	120,000.00	529,415.55
1110 Member Savings-SouthPoint						10.30
Total 1110 Member Savings-SouthPoint						10.30
1150 Savings Citizens NYA						82,354.70
11/30/2025			Interest	93.41		82,448.11
Total 1150 Savings Citizens NYA				93.41	0.00	82,448.11
1200 Investments CD's						422,153.10
12.ONB**141 (4%-04/24/26)						0.00
11/24/2025	3840	Carver SWCD	New CD	100,000.00		100,000.00
Total 12.ONB**141 (4%-04/24/26)				100,000.00	0.00	100,000.00
12.SB&T*939 (3.9%-11/23/25)						100,000.00
11/22/2025	2025-023		Interest Earned on CD	1,935.78		101,935.78
11/24/2025			Transferred CD to Checking		101,935.78	0.00
Total 12.SB&T*939 (3.9%-11/23/25)				1,935.78	101,935.78	0.00
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				101,935.78	101,935.78	422,153.10
TOTAL				427,979.95	456,209.72	1,064,941.60



11360 Highway 212 STE 6
Cologne, MN 55322

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Treasurer's Monthly Report Program Summary - November 2025

	Cash Balance <u>10/31/2025</u>	<u>Receipts</u>	<u>Disbursements</u>	Cash Balance <u>11/30/2025</u>
<u>Funds</u>				
BWSR Soil Health Practices	\$180,000.00			\$180,000.00
BWSR CRP Incentive Grant	\$20,000.00		\$20,000.00	\$0.00
BWSR Buffer Implementation	\$5,204.84			\$5,204.84
BWSR Conservation Delivery	\$0.00	\$39,396.00		\$39,396.00
BWSR District Capacity	\$37,096.91			\$37,096.91
BWSR Soil Health Cost-Share	\$0.00			\$0.00
BWSR State Cost Share	\$36,814.43	\$38,924.00	\$1,565.00	\$74,173.43
BWSR WBIF (Waconia & Eagle)	\$5,393.15		\$10,612.00	-\$5,218.85
SWCD Operating Funds	\$699,640.04	\$27,724.17	\$102,096.94	\$625,267.27
District Escrow	\$109,022.00			\$109,022.00
TOTAL	\$1,093,171.37	\$106,044.17	\$134,273.94	\$1,064,941.60

<u>Use of Cash</u>				
1000 Checking Security Bank	\$18,765.96	\$246,422.52	\$234,273.94	\$30,914.54
1100 Savings-Security Bank	\$569,887.31	\$79,528.24	\$120,000.00	\$529,415.55
1110 Savings-South Point CU	\$10.30			\$10.30
1150 Savings-Citizens NYA	\$82,354.70	\$93.41		\$82,448.11
1200 Investments CD's	\$422,153.10	\$101,935.78	\$101,935.78	\$422,153.10
TOTAL	\$1,093,171.37	\$427,979.95	\$456,209.72	\$1,064,941.60

Carver SWCD Board Treasurer

12/18/2025

Date

Carver Soil & Water Conservation District

Balance Sheet

As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	30,914.54
1100 Savings-Security Bank	529,415.55
1110 Member Savings-SouthPoint	10.30
1150 Savings Citizens NYA	82,448.11
1200 Investments CD's	
12.ONB**141 (4%-04/24/26)	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	422,153.10
Total Checking/Savings	1,064,941.60
Accounts Receivable	
1300 Accounts Receivable	2,623.36
Total Accounts Receivable	2,623.36
Total Current Assets	1,067,564.96
TOTAL ASSETS	1,067,564.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 Deposit on Sales	4,018.44
2300 Sales Tax Payable	375.11
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	5,204.84
2404 Conservation Delivery	39,396.00
2405 Cost-Share	74,173.43
2406 District Capacity Funds	37,096.91
2407 Soil Health Grants	180,000.00
2408 WBIF Grants	-5,218.85
Total 2400 Unearned-Deferred Revenue	330,652.33
Total Other Current Liabilities	335,045.88
Total Current Liabilities	335,045.88
Total Liabilities	335,045.88
Equity	
3000 FUND BALANCE	847,382.08
Net Income	-114,863.00
Total Equity	732,519.08
TOTAL LIABILITIES & EQUITY	1,067,564.96

Carver Soil & Water Conservation District

Profit & Loss Budget vs. Actual

January through November 2025

	Jan - Nov 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	15,807.47			
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	10,612.00	230,000.00	-219,388.00	4.6%
4200 Intergovernmental State - Other	20,000.00			
Total 4200 Intergovernmental State	169,990.09	363,000.00	-193,009.91	46.8%
4300 Charges for Services				
4320 Great Plains Drill Rental	7,378.00	7,500.00	-122.00	98.4%
4330 Tree & Native Seed Sales	22,388.51	27,000.00	-4,611.49	82.9%
Total 4300 Charges for Services	29,766.51	34,500.00	-4,733.49	86.3%
4400 Interest Earnings	19,945.12	17,500.00	2,445.12	114.0%
4500 Miscellaneous Revenues				
4510 MCIT Dividends	649.00			
4500 Miscellaneous Revenues - Other	88.50	7,500.00	-7,411.50	1.2%
Total 4500 Miscellaneous Revenues	737.50	7,500.00	-6,762.50	9.8%
Total Income	856,853.13	1,071,081.00	-214,227.87	80.0%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	582,495.62	621,222.00	-38,726.38	93.8%
5102 Payroll Fees	999.25	1,000.00	-0.75	99.9%
5103 SWCD - FICA/Medicare	40,899.11	47,523.00	-6,623.89	86.1%
5104 SWCD - Insurance Ben.	116,924.67	150,000.00	-33,075.33	77.9%
5105 SWCD - PERA & DCP	42,438.82	46,592.00	-4,153.18	91.1%
5106 MN Paid Leave Law	0.00	7,455.00	-7,455.00	0.0%
Total 5100 Personnel Services	783,757.47	873,792.00	-90,034.53	89.7%
5200 Other Services & Charges				
5201 Dues	7,931.37	9,000.00	-1,068.63	88.1%
5202 Education & Promotion	1,881.16	2,500.00	-618.84	75.2%
5203 Employee Expense	1,895.58	3,500.00	-1,604.42	54.2%
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.	7,359.53	7,500.00	-140.47	98.1%

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

January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
5208 Professional Services	5,000.00	5,000.00	0.00	100.0%
5209 Supervisor Expenses	1,135.00	1,500.00	-365.00	75.7%
5220 Vehicle/Equipment Expenses	5,130.33	6,000.00	-869.67	85.5%
Total 5200 Other Services & Charges	45,305.77	52,000.00	-6,694.23	87.1%
5300 Supplies - Office & Field	1,961.05	3,500.00	-1,538.95	56.0%
5400 Capital Outlay	10,970.06	20,000.00	-9,029.94	54.9%
Total 5000 District Operations	841,994.35	949,292.00	-107,297.65	88.7%
6000 Project Expenses				
6100 District Projects				
6113 ETA/Misc. MCD Reimb.	33,683.83			
6114 Tree Program Expenses	18,605.40			
Total 6100 District Projects	52,289.23			
6200 State Projects				
6207 Soil Health Cost-Share	8,000.00			
6209 CRP Incentive Grant	30,000.00			
6221 Cost-Share Projects	15,807.47			
6222 District Capacity				
6222.03 Pollinator Program	10,898.09			
Total 6222 District Capacity	10,898.09			
6224 Easement Expenses	2,115.00			
6228 WBIF Projects	10,612.00			
6200 State Projects - Other	0.00	71,789.00	-71,789.00	0.0%
Total 6200 State Projects	77,432.56	71,789.00	5,643.56	107.9%
6000 Project Expenses - Other	0.00	50,000.00	-50,000.00	0.0%
Total 6000 Project Expenses	129,721.79	121,789.00	7,932.79	106.5%
Total Expense	971,716.14	1,071,081.00	-99,364.86	90.7%
Net Income	-114,863.01	0.00	-114,863.01	100.0%



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 18, 2025

Prepared by: Seth Ristow/Felicia Brockoff

PURPOSE/ACTION REQUESTED:

Approve pollinator conservation program cost-share reimbursement requests:

- 1) Living Rock Church, NYA - \$4,238.21 total cost, 75% cost-share of \$3,178.66 requested
- 2) Julie Trabant, NYA - \$1,506.45 total cost, 75% cost-share of \$1,129.84 requested
- 3) City of Chaska - \$655 total cost, 75% cost-share of \$491.25 requested

SUMMARY:

All three projects have been inspected recently and look very good. They will all improve infiltration and provide great pollinator habitats.

STAFF RECOMMENDATION:

Staff recommends approval of the three cost-share reimbursement requests listed above.

EXPLANATION OF FISCAL/FTE IMPACT:

FY23 District Capacity Grant, funds expire on 12/31/2025.

Supporting Documents:

Fact Sheets are attached

Previous Board Action:

11/21/24 - Living Rock Church approved
06/26/25 – Julie Trabant & City of Chaska approved



Practice:

Pollinator Habitat, Turf Replacement

Benefits:

- Improves infiltration
- Provides Pollinator Habitat

Size:

80,000 SF

Watershed:

CCWMO

Installation:

Fall 2025

Funding Source:

District Capacity Grant

Total Project Cost:

\$4,238.21

Cost-Share Requested:

\$3,178.66

Living Rock Church

17125 Cnty. Rd. 31
NYA, MN 55368

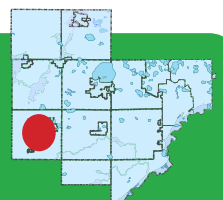


Project Description:

Living Rock Church recently finished constructing a new church on the outskirts of NYA. As part of the construction requirements they seeded native mixes around other required BMPs. They decided to expand on the native plantings by adding an additional 2 acre area of prairie to the western portion of their property with the help of funding through our Pollinator Habitat Program.

A member of the church is a biologist for Monarch Joint Venture and has extensive experience with prairie restorations. She facilitated the prep and seeding of the site. She will also head up future maintenance of the property. Recommend funding the project at 75% total project cost.

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



Living Rock Church

17125 Cnty. Rd. 31
NYA, MN 55368



November Seeding 2025



Carver County
Soil & Water
Conservation District

Trabant Pollinator Meadow

14025 114th St.
NYA, MN 55397

Practice:

Pollinator Habitat, Turf Replacement

Benefits:

- Improves infiltration
- Provides pollinator habitat
- Provides buffer to pond

Size:

8,200 SF

Watershed:

CCWMO

Installation:

Fall 2025

Funding Source:

District Capacity Grant

Total Project Cost:

\$1,506.45

Cost-Share Requested:

\$1,129.84

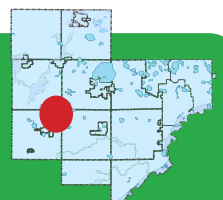


Project Description:

The landowner has convert a large turf area near a pond that drains east into Barlous Lake. All the work was completed by the the landowners with the help of a neighbors tractor. The area was killed off multiple times, tilled, and snow seeded after the first snow of the season. The seed mix includes a combination of pollinator and bird habitat species.

Recommend funding the project at 75% total project cost

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



Trabant Pollinator Meadow

14025 114th St.
NYA, MN 55397



Carver County
Soil & Water
Conservation District

City of Chaska Harvest II

Timber Arch. Dr.
Chaska, MN 55318

Practice:

Pollinator Habitat, Turf Replacement

Benefits:

- Improves infiltration
- Provides pollinator habitat
- Neighborhood example of turf conversion

Size:

12,000 SF

Watershed:

CCWMO

Installation:

Fall 2025

Funding Source:

District Capacity Grant

Total Project Cost:

\$655

Cost-Share Requested:

\$491.25

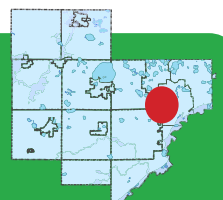
**Project Description:**

The City of Chaska Public Works Department converted a formerly mowed area near a park into a pollinator meadow. The process involved removing existing turf, tilling the soil, and dormant seeding. Fencing and signage will be added Spring 2026. This project builds on a successful 2-acre installation located to the north.

It will serve as an excellent demonstration for Harvest II residents, showcasing environmentally friendly alternatives to traditional turf.

Recommend funding this project at 75% total project cost.

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



City of Chaska Harvest II

Canal SWCD December 2025 Board Meeting Packet - Page 17

Timber Arch. Dr.
Chaska, MN 55318





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 18, 2025

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Approve cost-share payment of \$19,655.00 to Ron Olson for replacing a deteriorated grade stabilization structure to protect upstream cropland and reduce soil discharge to Carver Creek. Total cost for completing the project was \$44,291.20 (Excluding mobilization).

SUMMARY:

Ron Olson was approved to receive cost-share funding to install the grade stabilization structure in Dahlgren Township section 27. The new grade stabilization embankment was rebuilt just downstream of the deteriorated structure and designed to have a rapid draw down to reduce seepage damage potential.

Funding for this project consist of NRCS EQIP funds (\$13,404.68) and District Capacity Water Storage and Treatment funds (\$19,655.00) not to exceed 75% of the total project cost.

STAFF RECOMMENDATION:

Staff recommends approval of the Ron Olson cost-share payment.

EXPLANATION OF FISCAL/FTE IMPACT:

District Capacity Water Storage and Treatment Funds - \$19,655.00

Supporting Documents:

Fact Sheet and map attached.

Previous Board Action:

Application Approved February, 2023



Project Fact Sheet

Ron Olson

Dahlgren Twp.
Sec. 27

Grade Stabilization
(410)

Cooperator and Location

Name Ron Olson
Address 6970 Inwood Road
Cologne, MN 55322
City/Twp. Dahlgren Twp – Sec. 27
Watershed Carver Creek

Project Details

Practice Grade Stabilization (410)
Quantity 1 Ea.
Project ID DC2022 - Olson
Construction Fall of 2025

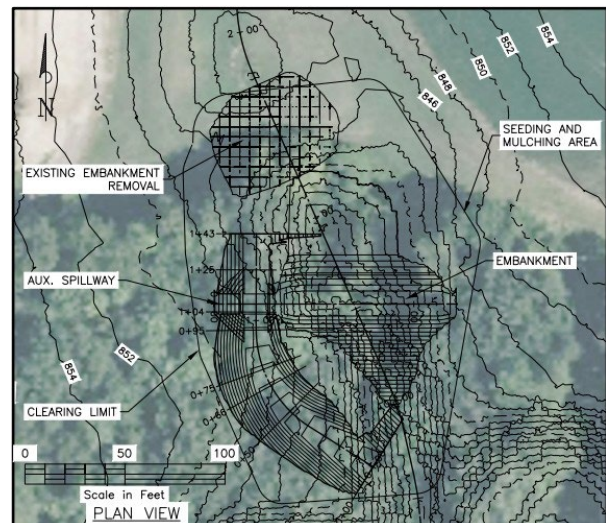


Funding

Grant P22-6089 District Capacity Grant
Final Cost: **\$44,291.20**
Cost-Share NRCS EQIP: \$13,404.68
District Capacity: \$19,655.00
Landowner Cost \$11,231.52

Project Overview

The purpose of this project was to replace a deteriorated structure to protect upstream cropland and reduces soil discharge into Carver Creek. The new structure will have a rapid draw down with a 48" concrete manhole and 30" HP outlet pipe. Funding for this project came from NRCS EQIP funds and District Capacity Water Storage and Treatment Funds.



Environmental Benefits

<u>Parameter</u>	<u>Saved</u>
Soil Erosion (tons per year)	12.2
Sediment (tons per year)	6.1
Phosphorus (pounds per year)	6.5



Project Fact Sheet

Ron Olson

Dahlgren Twp.
Sec. 27

Grade Stabilization
(410)





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 18, 2025

Prepared by: Terry Meiller

PURPOSE/ACTION REQUESTED:

Approve cost-share payment of \$35,257.50 to Terrain Holdings LLC for installing 4 water and sediment control basins and a 600 L.F. grassed waterway. Total cost for completing the project was \$39,175.00.

SUMMARY:

Alex Young was approved to receive cost-share to address several classic eroded gullies through the installation of a series of sediment control basins and a single grassed waterway in Laketown Township, Section 28. This project addresses recurring ephemeral and gully erosion that had been 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 of financial assistance through FY24 and FY25 state cost share is \$35,257.50, which is 90% of the total project costs.

STAFF RECOMMENDATION:

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

EXPLANATION OF FISCAL/FTE IMPACT:

FY2024 & FY2025 State Cost-share Funds - \$35,257.50

Supporting Documents:

Fact Sheet and map attached.

Previous Board Action:

Application Approved September, 2025



Project Fact Sheet

Terrain Holdings LLC

Laketown Twp.
Sec. 28

WASCB(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

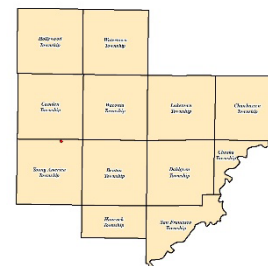
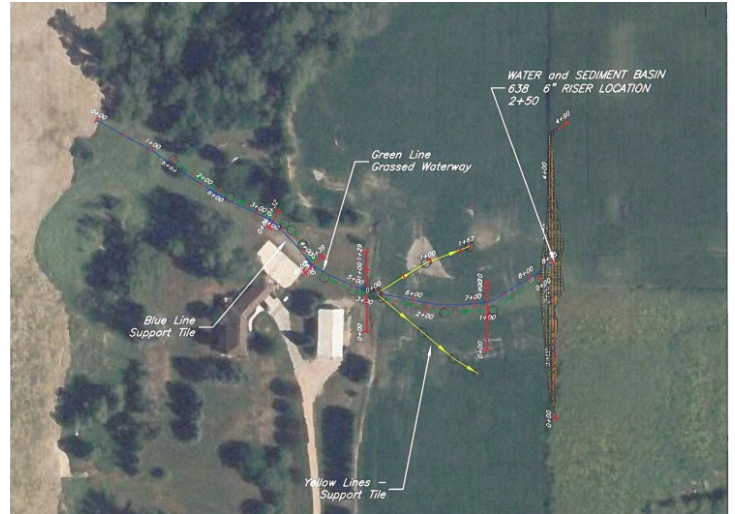
Grant FY24 & 25 State Cost-share
Final Cost **\$39,175.00**
Cost-Share FY24/FY25: \$35,257.50
(90%)
Landowner Cost \$3,917.50

Project Overview

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

Environmental Benefits

<u>Parameter</u>	<u>Saved</u>
Soil Erosion (tons per year)	66.8
Sediment (tons per year)	6.0
Phosphorus (pounds per year)	8.8





Project Fact Sheet

Terrain Holdings LLC

Laketown Twp.
Sec. 28

WASCBS (638), Grassed
Waterway (412)





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

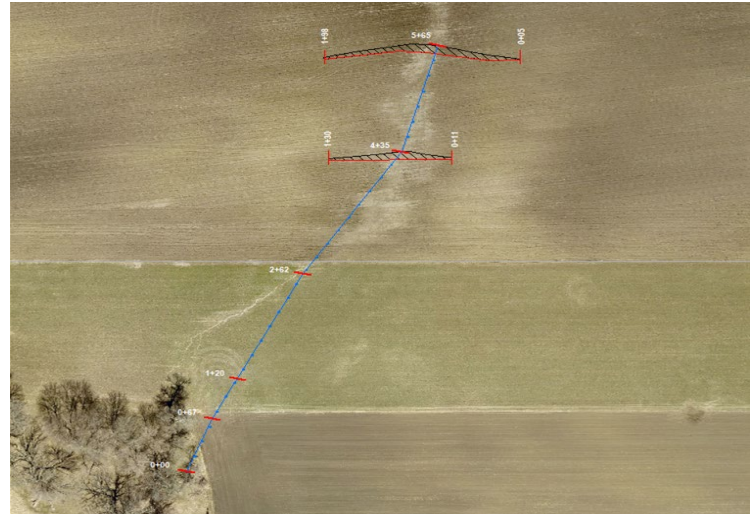
Practice WASCBS (638)
Quantity 2 Each
Project ID SFC-038
Construction Fall of 2025

Funding

Grant South Fork Crow River
Total Cost **\$13,129.00**
Cost-Share SFC-038: \$11,816.10 (90%)
Landowner Cost \$1,312.90

Project Overview

The purpose of this project was to construct 2 Water & Sediment Control Basins to control surface runoff and to eliminate ephemeral and gully erosion that was carrying topsoil into Eagle Lake. The WASCB's were 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

Camden Twp. Sec. 34

Water & Sediment
Control Basins (638)





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

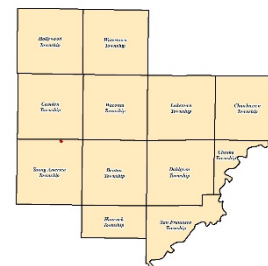
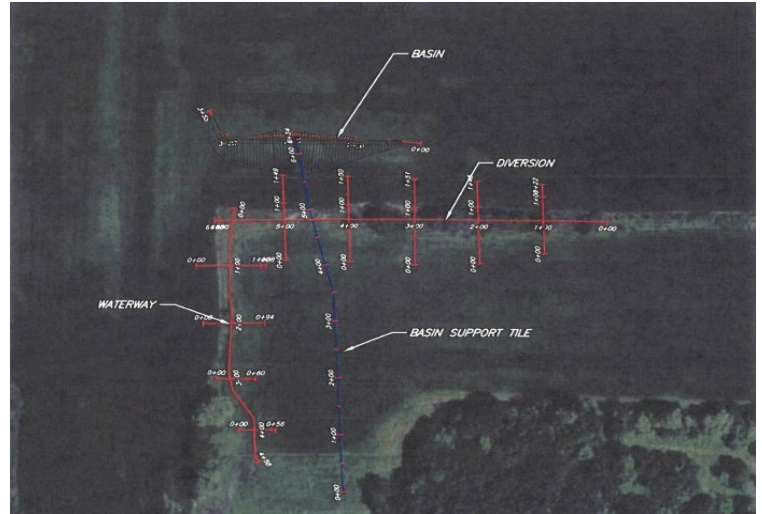
Grant South Fork Crow River
Final Cost **\$35,689.50**
Cost-Share SFCR: \$32,120.55 (90%)
Landowner Cost \$3,569.95

Project Overview

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

Environmental Benefits

Parameter	Saved
Soil Erosion (tons per year)	59.6
Sediment (tons per year)	58.7
Phosphorus (pounds per year)	54.3





Project Fact Sheet

Zellmann Farms

Young America Twp.
Sec. 02

WASCB (638), Grassed
Waterway (412)





Project Fact Sheet

Ed Duane Lind

Young America Twp.
Sec. 02

Terrace System

Cooperator and Location

Name Ed Duane Lind
Address 6785 Indian Trail Ln.
Pine River, MN 56474
City/Twp. Young America – Sec. 02
Watershed South Fork Crow River

Project Details

Practice Terrace (638)
Quantity 4 Ea (2,353 LF)
Project ID EGL-SWA-01
Construction Fall/Winter of 2025

Funding

Grant Eagle Lake SWA
Total Cost **\$50,111.00**
Cost-Share \$45,099.90 (90% of total)
Landowner Cost \$5,011.10

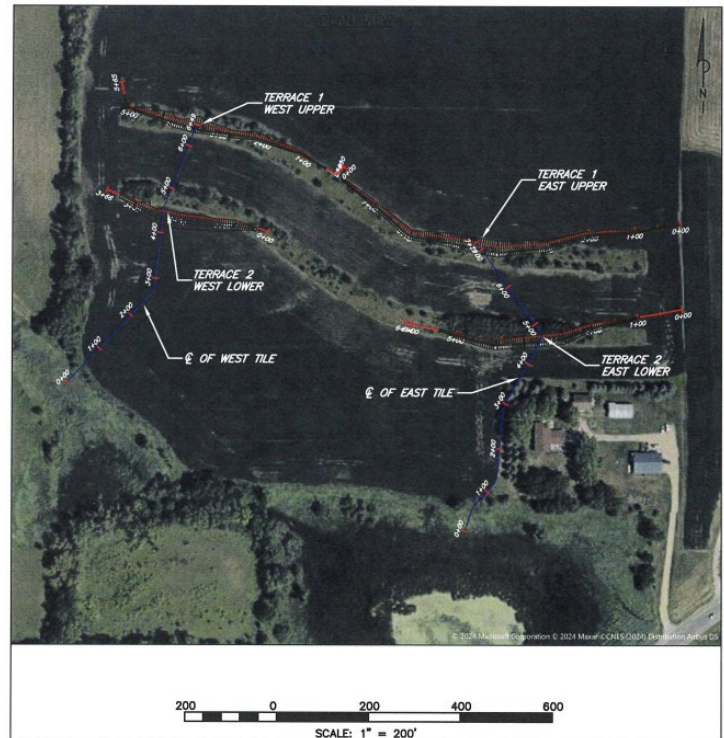
Project Overview

The purpose of this project was to construct a terrace system totaling 2,353 linear feet, to address ephemeral and gully erosion that is occurring in the cropland. Signification erosion has been occurring and the installation of the terrace system is needed to eliminate further erosion.

Environmental Benefits

<u>Parameter</u>	<u>Saved</u>
Soil Erosion (tons per year)	35.04
Sediment (tons per year)	35.04
Phosphorus (pounds per year)	37.19

DETAIL PLANS FOR
LIND FARMS
TERRACE SYSTEM
CARVER COUNTY, MINNESOTA





Project Fact Sheet

Ed Duane Lind

Young America Twp.
Sec. 02

Water & Sediment
Control Basin





REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 18, 2025

Prepared by: Felicia Brockoff

PURPOSE/ACTION REQUESTED:

We need to renew our current JPA with Carver County to participate in the group health insurance plan for SWCD employees.

SUMMARY:

Our current JPA with Carver County expires on 12/31/2025. Carver County moved to a self-funded plan for dental insurance effective 1/1/2025 and has been monitoring claims and funding for the SWCD throughout the year (through November of 2025, there hasn't been any additional costs that the premiums didn't cover). In 2026, the County will be invoicing the SWCD on an annual basis for any claims amounts that exceed premiums for SWCD employees for the prior calendar year, to ensure SWCD is covering the cost of claims incurred by their own employees (this billing process would first occur in early 2027). Language for that has been added under Article 3 – Financial Requirements C.

STAFF RECOMMENDATION:

Authorize Chair to sign JPA for group health insurance participation under Carver County.

EXPLANATION OF FISCAL/FTE IMPACT:

Insurance benefits for SWCD staff members is a budgeted item.

Supporting Documents:

JPA is attached.

Previous Board Action:

December 2024 – last JPA renewal approval

**JOINT POWERS AGREEMENT
BETWEEN
COUNTY OF CARVER
AND THE
CARVER COUNTY SOIL AND WATER CONSERVATION
DISTRICT
FOR THE
PARTICIPATION IN AND ADMINISTRATION OF EMPLOYEE GROUP INSURANCE
BENEFITS**

THIS AGREEMENT, made and entered into by and between the Carver County Soil and Water Conservation District, hereinafter referred to as “SWCD”, and the County of Carver, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as “County”;

WITNESSETH:

WHEREAS, The County and SWCD have interest in offering SWCD employees group insurance benefits available to County employees;

WHEREAS, It is the desire of both of the parties hereto to enter into a written agreement to allow SWCD employees to participate in the County’s employee insurance benefits;

WHEREAS, Minnesota Statutes, Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting Parties;

NOW, THEREFORE, Pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the SWCD and the County as follows:

**Article 1
Enabling Authority**

Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. And Minnesota Statutes Section 471.61 authorizes the governmental units to engage in the offering of group insurance benefits.

**Article 2
Purpose**

The general purpose of this agreement is to provide for an organization through which the parties may jointly and cooperatively provide for group health insurance, group dental insurance, group vision insurance, group life insurance, short-term disability, long-term disability, and

supplemental health plans (accident insurance, hospital insurance, critical illness insurance) for the officers and employees of the parties and the organization.

Article 3

Description of the Work

Eligibility Requirements

To be eligible for participation in the insurance programs, the legal entity must have a joint powers agreement in place with Carver County.

The legal entity must also:

- A. Indicate its commitment to the program by October 15th of the year for benefits effective January 1 of the following year or within 30 days of initial hire or qualifying event for members entering on other than the first day of a plan year.
- B. Definitions for purpose of these policies and procedures will follow Carver County's Personnel Policies and Procedures as they relate to the eligibility for an employee to participate in the insurance programs.
- C. Any legal entity entering this joint powers agreement must honor the Carver County group insurance policies, plans, and arrangements, including but not limited to provisions regarding eligibility, enrollment, administration, plan and coverage options offered, funding arrangements, and all other provisions associated with the management and oversight of employee insurance benefit offerings as established by Carver County. .
- D. The legal entity entering the joint powers agreement must provide Carver County Employee Relations the benefit election materials for their legal entity in its entirety so that qualified employees can be enrolled in accordance with the benefit carriers' enrollment requirements. Carver County has the sole authority to determine the specific benefit offerings that are to be presented and offered to staff of the agency entering into the JPA agreement.
- E. It is the responsibility of Carver County to use the enrollment information provided by the legal entity to enroll the qualified employees in said benefits in accordance with all applicable policies and procedures set in place by Carver County.
- F. Any legal filings related to the Affordable Care Act or other applicable regulations are the responsibility of the Legal Entity and not that of Carver County.
- G. Any legal filings and requirements related to unemployment insurance, Minnesota paid family leave, or other applicable regulations are the responsibility of the Legal Entity and not that of Carver County.
- H. Any requirements related to Federal COBRA and Minnesota Continuation requirements are the responsibility of the Legal Entity and not that of Carver County.

- I. For purposes of marketing the Group Health Insurance and Group Dental Insurance, the County has authorized the following to act as its designated representative:

Gallagher Benefit Services
3600 American Blvd, Suite 500
Bloomington, MN 55431
(952) 356-0714

- J. For the purposes of marketing the Group Life Insurance, Group Vision Insurance, Short Term Disability Insurance, Long Term Disability Insurance, and Supplemental Health Insurance, the County has authorized the following to act as its designated representative:

Integrity Employee Benefits
10435 132nd Street E
Hastings, MN 55033
Dan Ochs
(651) 437-7977

Financial Requirements

- A. It is the responsibility of the SWCD to send the County monthly payment and supporting documentation by the end of the month prior to the payment month.
- B. It is the responsibility of the County to pay insurance invoices on a monthly basis based on employee elections provided by the SWCD.
- C. Annual Claims Reconciliation and Payment Obligation for Self-Funded Dental Plan: In the event that the total annual claims incurred by the SWCD's employees enrolled under in the County's self-funded dental plan exceed the total premiums paid by the SWCD in the same calendar year, the County shall invoice the SWCD the difference. This reconciliation shall occur annually and the invoice shall be issued by the County no later than February 28 of the following calendar year. The SWCD shall remit payment to the County within thirty (30) days of receipt.

In order to coordinate the services so as to accomplish the purposes of this Agreement, each Participating Party's Benefits Administrator, or equivalent counterpart, shall be the contact person for each Participating Party under this Agreement. A Participating Party may designate someone other than the Benefits Administrator, or equivalent, as the contact person by providing written notice to all other Participating Parties.

Article 4 Hold Harmless and Indemnification

The Parties' total liability under this Agreement shall be governed by Minn. Stat. § 471.59, subd. 1a.

Each Party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Parties and the results thereof. For purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minn. Stat. § 466.04, subd. 1.

Each Party agrees to defend, hold harmless, and indemnify the other Parties, their officials, agents, and employees, from any liability, loss, or damages the other Parties may suffer or incur as the result of demands, claims, judgments, or cost arising out of or caused by the indemnifying Party's negligence in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses, immunities, or exceptions by statute or common law.

To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

Article 5

Workers' Compensation

Each Participating Party shall be responsible for injuries or death of its own Employees to the extent required by law. Each Participating Party will maintain workers' compensation insurance or self-insurance coverage, covering its own Employees while they are providing assistance pursuant to this Agreement.

Article 6

Records – Availability and Access

To the extent required by Minnesota Statutes Section § 16C.05, Subd. 5 (as may be amended), the Parties agree that the other Party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other Parties and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the Agreement and for six (6) years after its termination or cancellation.

Article 7 Data Privacy

Each Party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

Article 8 Nondiscrimination

During the performance of this Agreement, the SWCD and the County agree to the following:

No person shall, on the grounds of race, color, religion, age, sex, sexual orientation disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

Article 9 Default and Withdrawal

- A. Default in this Agreement may occur when a Party fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement. Unless the Party's default is excused by the non-defaulting Party, the non-defaulting party may, upon written notice to the defaulting party representative listed herein, cancel this Agreement in its entirety as indicated in (B) below.
- B. Any Party may withdraw from this Agreement with or without cause by providing thirty (30) days' prior written notice to the other Parties herein.
- C. The terms of Article 4, 5, 6 and 7 shall survive the expiration, termination or withdrawal from this Agreement.
- D. Only the governing bodies of the Participating Parties have authority to act pursuant to this provision of the Agreement.

Article 10 Term of Agreement

This Agreement will commence upon approval of the Participating Party and the signature of the official with authority to bind each Party. This Agreement shall be in effect until December 31, 2026 or the Agreement is terminated pursuant to Article 9 herein.

Article 11
Merger and Modification

- A. It is understood and agreed that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the Parties hereto.

Article 12
Nonwaiver, Severability and Applicable Laws

- A. Nothing in this Agreement shall constitute a waiver by the County of any statute of limitations or exceptions on liability. If the County fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- C. The Laws of the State of Minnesota shall apply to this Agreement.

Article 13
Section Headings.

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

Article 14
Third Parties.

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third party beneficiary.

The Carver County Board of Commissioners having duly approved this Agreement on the _____ day of _____, 2026, and pursuant to such approval, the proper County officials having signed this Agreement, the Parties hereto agree to be bound by the provisions herein set forth.

COUNTY OF CARVER

By: _____
County Administrator

Date: _____

ATTEST:

By: _____
Chair of the County Board

Date: _____

CARVER COUNTY SOIL & WATER CONSERVATION DISTRICT

By: _____

Date: 12/18/2025



REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: December 18, 2025

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Review/approve the 2026 compensation plan as recommended by the Personnel Committee.

SUMMARY:

The Personnel Committee met on December 10 to review the staff performance reviews and recommendations for the 2026 compensation plan. The SWCD has traditionally attempted to keep pace with the Carver County non-bargaining unit for yearly increases in compensation for staff (SWCD is 1 year behind the County). The SWCD has a pay for performance system with a merit increase matrix (based on performance and current pay compared to target rates). The following are recommended effective January 1, 2026:

- Update the Performance-Based Salary Ranges to the CC 2025 rates
- Approve a 4% Cost of Living Adjustment (COLA)
- Approve merit increases in accordance with the SWCD Compensation Schedule and Merit Increase Matrix

	Needs Improvement	Meets Performance Expectations	Exceeds Performance Expectations
At or Above Minimum & Below Midpoint			
Base Adjustment	0.0%	3.0%	4.0%
Lump Sum	0.0%	0.0%	0.0%
At or Above Midpoint & Below 110% of Midpoint			
Base Adjustment	0.0%	2.0%	2.0%
Lump Sum	0.0%	0.0%	1.0%
At or Above 110% of Midpoint & Below Maximum			
Base Adjustment	0.0%	1.0%	1.0%
Lump Sum	0.0%	1.0%	2.0%
At or Above Maximum & Below Performance Maximum			
Base Adjustment	0.0%	0.0%	0.0%
Lump Sum	0.0%	2.0%	3.0%

STAFF RECOMMENDATION:

Staff recommends approval of the Personnel Committee recommendations.

EXPLANATION OF FISCAL/FTE IMPACT:

Included in the 2026 budget

Supporting Documents:

2025 Performance-Based Salary Ranges

Previous Board Action:

None

DBM	2025 80% of Target Rate (Min of Range)	2025 90% of Target	2025 >90% of Target	2025 <100% of Target Rate	2025 Target Rate	2025 >100% of Target Rate	2025 110% of Target Rate	2025 >110% of Target Rate	2025 120% of Target Rate (Max of Range)
A11	\$17.12	\$19.26	\$19.27	\$21.39	\$21.40	\$21.41	\$23.54	\$23.55	\$25.68
A12	\$19.22	\$21.62	\$21.63	\$24.01	\$24.02	\$24.03	\$26.42	\$26.43	\$28.82
A13	\$21.31	\$23.98	\$23.99	\$26.63	\$26.64	\$26.65	\$29.30	\$29.31	\$31.97
B21	\$23.44	\$26.37	\$26.38	\$29.29	\$29.30	\$29.31	\$32.23	\$32.24	\$35.16
B22	\$25.54	\$28.74	\$28.75	\$31.92	\$31.93	\$31.94	\$35.12	\$35.13	\$38.32
B23	\$27.63	\$31.09	\$31.10	\$34.53	\$34.54	\$34.55	\$37.99	\$38.00	\$41.45
B24	\$30.26	\$34.04	\$34.05	\$37.81	\$37.82	\$37.83	\$41.60	\$41.61	\$45.38
B25	\$33.42	\$37.60	\$37.61	\$41.77	\$41.78	\$41.79	\$45.96	\$45.97	\$50.14
B31	\$30.26	\$34.04	\$34.05	\$37.81	\$37.82	\$37.83	\$41.60	\$41.61	\$45.38
B32	\$33.42	\$37.60	\$37.61	\$41.77	\$41.78	\$41.79	\$45.96	\$45.97	\$50.14
C41	\$36.06	\$40.56	\$40.57	\$45.06	\$45.07	\$45.08	\$49.58	\$49.59	\$54.08
C42	\$38.16	\$42.93	\$42.94	\$47.69	\$47.70	\$47.71	\$52.47	\$52.48	\$57.24
C43	\$40.26	\$45.29	\$45.30	\$50.31	\$50.32	\$50.33	\$55.35	\$55.36	\$60.38
C44	\$42.88	\$48.24	\$48.25	\$53.59	\$53.60	\$53.61	\$58.96	\$58.97	\$64.32
C45	\$46.02	\$51.78	\$51.79	\$57.52	\$57.53	\$57.54	\$63.28	\$63.29	\$69.04
C51	\$42.88	\$48.24	\$48.25	\$53.59	\$53.60	\$53.61	\$58.96	\$58.97	\$64.32
C52	\$46.02	\$51.78	\$51.79	\$57.52	\$57.53	\$57.54	\$63.28	\$63.29	\$69.04
D61	\$48.67	\$54.76	\$54.77	\$60.83	\$60.84	\$60.85	\$66.92	\$66.93	\$73.01
D62	\$50.78	\$57.13	\$57.14	\$63.47	\$63.48	\$63.49	\$69.83	\$69.84	\$76.18
D63	\$52.87	\$59.48	\$59.49	\$66.08	\$66.09	\$66.10	\$72.70	\$72.71	\$79.31
D71	\$55.50	\$62.44	\$62.45	\$69.37	\$69.38	\$69.39	\$76.32	\$76.33	\$83.26
D72	\$58.66	\$65.99	\$66.00	\$73.31	\$73.32	\$73.33	\$80.65	\$80.66	\$87.98
E81	\$61.29	\$68.95	\$68.96	\$76.60	\$76.61	\$76.62	\$84.27	\$84.28	\$91.93
E82	\$63.40	\$71.33	\$71.34	\$79.24	\$79.25	\$79.26	\$87.18	\$87.19	\$95.10
E83	\$65.50	\$73.69	\$73.70	\$81.87	\$81.88	\$81.89	\$90.07	\$90.08	\$98.26
E91	\$68.14	\$76.65	\$76.66	\$85.16	\$85.17	\$85.18	\$93.69	\$93.70	\$102.20
E92	\$71.28	\$80.19	\$80.20	\$89.09	\$89.10	\$89.11	\$98.01	\$98.02	\$106.92

Carver SWCD Monthly Report

December 2025

Mike Wanous – District Manager

- Completed performance reviews with staff, then held Personnel Committee meeting for recommendations on 2026 compensation plan
- Numerous drainage ditch calls with questions about assessments and requests for maintenance
- Began working on year-end items, grant expenditures and balances, invoices needed
- Reviewed old engineering plans for ditches and possible maintenance needs
- The LGRWRP application we submitted is tentatively accepted and moving ahead, worked on some details with the landowners and BWSR staff
- Other – MASWCD Convention, old RIM site neighbor concern, admin items

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed November Treasurer's Report, semi-monthly payroll and payroll liabilities. Uploaded payroll ledgers into OnBase for permanent storage. Moved a matured CD from Security Bank to Old National Bank.
- Administrative: Completed Minutes from November meeting and updated 2025 resolutions document. Prepared December Agenda packets and posted online. Contacted Kate Hull in IT to ask about getting on a different time tracking system for timesheets. We currently use Access, which is not very user friendly, and getting the reports we need can also be cumbersome.
- Grants: Prepared all CRP incentive payments that were approved at the Board meeting and reported and mapped each project in eLINK. Kim Kuntz's cost-share payment and reported/mapped his project in eLINK.
- Trees – Processing the tree orders as they come in, added more inventory after some larger orders. Manually adjusting the online inventory when we receive a mail in order.

Terry Meiller – Resource Conservationist

- Crow WBIF: Redline documentation completed for both Zellmann Farm projects. Cost-share vouchers and certifications completed. Final updates to assistance notes, checklist and filed cooperator folders. Submitted supporting documents to SFCR MS4Front for cost-share payments.
- Eagle SWA: Construction staking and construction inspections for Lind terrace project (main tile installed and upper terrace system 90% completed). As-built surveys and redline documentation completed for work completed to date.
- State Cost-share/EQIP: Construction inspections, as-built surveys, redlines and final certification completed for Young WASCB/grassed waterway project. Cost-share vouchers and certifications completed. Final updates to assistance notes, checklist and filed cooperator folder. Construction inspections, as-built surveys, redlines and final certification completed for Olson grade stabilization project. Cost-share vouchers and certifications completed. Final updates to assistance notes, checklist and filed cooperator folders.
- Misc: Drill deliveries/pick-up, calibrations for plantings (Thuening, Sicheneder). Performance Review completed.

Seth Ristow – Resource Conservation Technician

- Worked with WMO on native plant workshop geared towards municipalities. Reached out to school districts.
- Had meeting with Hennepin County to discuss lake shore stabilization project

- Working with WMO and RPBCWD on creating native plant design workshop. Brainstorming ideas
- Had a meeting with Tom to debrief from our Native Plant Maintenance workshop in September
- Conducted field visit for RPBCWD Stewardship Grant Program (4 sites)
- Closed out the remaining 3 Pollinator Projects. All looked good
- Reviewed Tim's Goat Grazing Proposal
- Conducted closeouts for RPBCWD Stewardship Grant Program (3 sites)
- Reviewed and commented on plans for Waconia Variance on Old Beach Rd.
- Looked into reforestation recommendations for WMO's preservation portion of stormwater rules
- Began working on maintenance brochures for future workshop.

Tom Genelín – Senior District Technician

- Meetings/Plan Review:
 - Highpoint Vista (Chaska) NE pond outlet meeting
 - The Cove (Watertown) topsoil management plan review and site meeting
 - West Creek Village (Victoria) site meeting
- Site inspections:
 - Lyman & 82nd (Chaska) topsoil respread/decompaction inspection
 - Dollar General (Mayer) site inspection for ESC BMP conditions
 - Tractor Supply (Waconia) site inspection for ESC BMP conditions
 - Waterford (Waconia) site inspection for ESC BMP conditions
 - Goodwill (Waconia) topsoil respread/decompaction inspection
 - 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
 - Oak Tree (Carver) site inspection for conditions of final approval
 - The Fields 1st (Waconia) site inspection for conditions of final approval
 - Huntersbrook 1st (Victoria) site inspection for conditions of final approval
 - Timber Creek 1st (Carver) site inspection for conditions of final approval
 - 601 Industrial (Waconia) site inspection for conditions of final approval
 - Clover Ridge Apts. (Chaska) site inspection for conditions of final approval
 - The Gallery (Chaska) site inspection for conditions of final approval
 - Kwik Trip (Waconia) site inspection for conditions of final approval
 - Hometown Bank (Carver) site inspection for conditions of final approval
 - TCO (Waconia) site inspection for conditions of final approval
 - New Creations (Waconia) site inspection for conditions of final approval
 - Chestnut Business Park (Chaska) site inspection for final approval
 - Carver Place Oaks (Carver) site inspection for conditions of final approval
 - Creekside Park (Carver) topsoil respread/decompaction inspection
 - 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 Creek (Chaska) topsoil respread/decompaction inspection
 - Rivertown Heights (Chaska) topsoil respread/decompaction inspection
 - Village at Cologne (Cologne) site inspection for ESC BMP installation

Ben Datres – Farm Bill Technician

- CREP/RIM:
 - Zellmann- BWSR is processing easement payment. Working with NRCS and BWSR engineers on Cultural Resources review and restoration timeline (next spring/summer)
 - RIM easement boundary review in Victoria, digital shapefile not matching original easement maps. Sent to BWSR for review/corrections.
 - Fielding phone calls with RIM questions
- MN Buffer Law: Wrapped up field compliance checks for Hollywood, Camden, and NYA townships.
- Misc:
 - Ditches- CD-4a: Creating ditch profile maps with Geodetic Datum conversion for Mike to help with bids for clean outs.
 - Drill- CRP seedings are in full swing. Delivered Great Plains Drill and calibrated seeding rate for 4 Carver County landowners, 2 Wright County CRP plantings. Very busy.
 - State Cost Share/EQIP- Construction assistance with Young project, Lind project, Olson project.
 - MASWCD Convention – two days
 - Coordinating Native forb donation from USWFS Partners program to two CRP projects.
 - CRP- Landowner phone calls with program questions, discussing best practices for their land.

Tyler Polster – District Technician

- WCA
 - WMO:
 - Conducted site visit with Tom to investigate landowner moving fill around on 212. Currently, no potential violation found.
 - Attended TEP meeting on-site of wetland restoration, landowner removed fill from wetland.
 - Assisted two landowners with tiling/ditch cleanup permit applications.
 - Reviewed 2025 monitoring report for Wetland Bank near Hollywood.
 - Reviewed plans for new trail pedestrian bridge near Watertown.
 - Minnehaha Creek Watershed District: Attended TEP meeting to go over plans of downtown Victoria development. Small impacts proposed for construction of multiuse building (retail, living and parking).
 - Chanhassen: Attended TEP meeting to approve stormwater infrastructure improvements on Lake Minnewashta.
 - Waconia: Attended TEP meeting to review preliminary plans for Highway 5 improvements through Waconia. Reviewed plans for stormwater pond cleanout applications.