USDA Farm Service Agency
U.S. DEPARTMENT OF AGRICULTURE

Carver County Office / Minnesota
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TO: Carver County Soil and Water Conservation District Board

FROM: Jennifer King, County Executive Director

SUBJECT: October 2026 Board Meeting

Old Business
Organic Certification Cost Share Program (OCCSP)

- 2025 and 2026 program years certification costs are eligible for up to 75% of cost-share, not to exceed $750 per scope.
- December 31, 2026, deadline for both program years.

New Business
2026 Farm Bill (H.R 7567)

- Passed by the House and now under Senate review.
- Continuing appropriations was passed by Congress that funds agencies – including USDA – until December 11, 2026.

Agricultural Risk Coverage & Price Loss Coverage (ARC/PLC)

- 2026 signup is open now through December 11, 2026.
- 2027 signup is open November 2 through March 15, 2027.
- Base acre allocations were completed with a 3.69% reduction to the eligible increase on each farm.

October Payments

- Producers are reminded to update their direct deposit information if any bank changes have occurred since last year.
- CRP Annual Rental Payments will be made after October 1.

CRP Notices

- CRP-1097: 2026 Conservation Payments
- CRP-1098: FY2027 Provisional County-Average Rates to Determine CRP RR
- CRP-1099: CRP Compatibility with ECP and EFRP
- CRP-1100: Tracking Manual CRP-1's and FSA-848A's for FY2026 Obligations
- CRP-1101: CRP Authority After September 30, 2026

County Committee (COC) Meeting: Regular sessions are open to the public (0:15-0:30)

- December 8th at 9:00AM is the next McLeod-Carver COC Meeting.

Carver County Soil & Water Conservation District
80 YEARS 1946 - 2026

11360 Highway 212 STE 6
Cologne, MN 55322

(952) 466-5230 | carverswcd.org

Carver SWCD Board Meeting Minutes – September 17, 2026

Held in Conference Room 2 at the Carver County Public Works facility in Cologne, MN

Board Members Present:
Mark Zabel, Chair
Karli Wittner, Vice Chair
Jeffrey Sons, Secretary/Treasurer
Michael Lynch, Member
Marcus Zbinden, Member

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

SWCD Staff Present:
Mike Wanous, District Manager
Terry Meiller, Resource Conservationist
Felicia Brockoff, Administrative & Finance Specialist

1. **Call to order.**
   Chair Zabel called the meeting to order at 8:01 a.m.

2. **Public Comments – None.**

3. **Agenda review and adoption.**
   Financial discussion has been added to the regular Agenda, as well as two SWCD employee anniversaries under the Personnel Committee.

   Resolution 043-2026: Sons moved, Wittner seconded, to approve the Board Meeting Agenda for September 17, 2026, as amended. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-absent. Motion carried.

4. **Agency Reports.**
   a. NRCS report – Cindy reported that September 11 was the deadline for 2027 CSP and EQIP applications. Carver County has 16 EQIP applications, and 6 CSP applications. They are waiting for information on the EQIP ranking deadline. She also reported all the CRP plans have been written and submitted to FSA. After the crops come off, they will be completing status reviews. She also mentioned that the new wetland certification date for NRCS is November 28, 1990; the previous date was 1996.

   b. FSA report – Jennifer King reviewed the written report that was included in the packets. She mentioned that FSA has established new requirements for payment limitations and payment eligibility rules. FSA is also working on a few cost-share contracts, mostly related to CRP contract mowing. The Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) program opened Tuesday.

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c. Carver County report – Paul reported the preliminary levies have been approved by the County Board. The general levy increased by 8.5%, and the WMO levy increased by 7%. The SWCD is proposed to see a 3.5% increase for the 2027 allocation – all from the WMO levy. The AIS program will continue to receive funding, since there was a lot of push back from lake associations in the eastern part of the County. Paul also mentioned there is a vacant water quality monitoring technician position in the WMO, but there is a hiring freeze and limited funding to fill the position.

Paul also reported there is approximately $700,000 available for WBIF funding for the WMO water management area, split between drainage to the Crow River and drainage to the MN River. The convene group is working through potential projects. Carver County will be receiving the "We are Water" exhibit next June, that will be in Chaska for 5 weeks. The WMO will be seeking input from the SWCD to tell water stories focusing on local agricultural issues, with stories from landowners on the importance of water and water quality. The display will also focus on the 30th anniversary of WMO, and Paul mentioned promoting the 80th anniversary of the SWCD as well. The WMO has a GreenCorp employee that will be starting at the end of September. The position will focus on turf to native and chloride management.

5. Consent Agenda Items

Resolution 044-2026: Zbinden moved, Lynch seconded to approve the following consent agenda items:

a. Approve August 20, 2026, Board Meeting Minutes
b. Accept August 2026 Treasurer's Report

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

6. Regular Agenda Items

a. Peterson company Ltd. has completed the final 2025 audit, which has been submitted to the State Auditor. The audit invoice has been paid, total of $5,300 which was the same as their quote.

b. The MASWCD Area 4 fall meeting will be held on September 22.

c. The MASWCD annual convention will be held on December 1-2.

d. Mike Wanous has resigned his position as the District Manager. His last day in the office will be October 9. Mike informed the Board that there are no statutory restrictions for posting the position internally or externally, since the SWCD is non-union, and has less than 30 employees. Mike informed the Board that an internal candidate is interested in the District Manager position.

Currently, Felicia and Mike are authorized signers for all the SWCD bank accounts. Mike agreed to change his last day of employment to October 15, in case there are any checks that need to be signed before the October Board meeting. However, Mike plans to use up PTO from October 12-15, and will not be in the office.

Resolution 045-2026: Zbinden moved, Lynch seconded to authorize the Personnel Committee to meet with the interested internal candidate and begin negotiations to promote the employee to the District Manager position. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

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7. **SWCD Board Committee & SWCD Staff Monthly Reports**
    a. Personnel Committee (Zabel, Zbinden) – Ben's 10-year anniversary was August 29, and Tom's 6-year anniversary was September 14.

    b. Metro Conservation Districts Committee (Wittner; Lynch alt.) – The next meeting is November 18.

    c. Education & Outreach Committee (Sons, Lynch) – did not meet.

    d. Budget Committee (Sons, Zbinden) – The budget committee should meet in the next few months to determine the 2027 SWCD budget.

    e. WMO Advisory Committee (Zbinden; Wittner alt.) – Zbinden reported on the August 25 meeting. There was a lengthy discussion on the AIS program, but no official action was taken. The 'We are Water' program was discussed, as well as the Lake Bavaria management plan.

    f. South Fork Crow River 1W1P (Zabel; Lynch alt.) – The committee will not meet until 2027.

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

8. **Board of Supervisors announcements**
    a. Supervisors' compensation forms are due.
    b. Upcoming meetings/events:
        - September 22 – MASWCD Area 4 fall meeting, 9:00 AM Cabela's, Rogers
        - October 15 – SWCD Board Meeting, 8:00 AM
        - November 11 – Veteran's Day, SWCD office closed
        - November 19 – SWCD Board meeting, 8:00 AM
        - November 26-27 – Thanksgiving Holiday observed, SWCD office closed
        - December 1-2 – MASWCD Annual Convention, Bloomington

9. **Adjourn**
    Resolution 046-2026: Lynch moved, Zbinden seconded to adjourn the meeting at 9:38 a.m. Roll call vote: Lynch-aye; Sons-aye; Wittner-aye; Zabel-aye; Zbinden-aye. Motion carried.

Next Board Meeting: **Thursday, October 15, 2026, at 8:00 AM**
Location: **Public Works Headquarters, Conference Room 2**
11360 Highway 212, Cologne, MN 55322

Approved:_____ Date signed: September 17, 2026
Secretary/Treasurer

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Carver Soil & Water Conservation District
Treasurer's Report
As of September 30, 2026

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						11,199.16
09/08/2026			Deposit-Drill	261.70		11,460.86
09/09/2026	3926	NCPERS Group Life Ins.	910300-092026		16.00	11,444.86
09/09/2026			Funds Transfer-537485532	40,000.00		51,444.86
09/09/2026	3924	Elan Financial Services	1335		451.06	50,993.80
09/09/2026	3925	HSA Bank	#W729596 August Fees		12.50	50,981.30
09/09/2026	3927	Peterson Company, Ltd.	2025 Audit Fee		5,300.00	45,681.30
09/14/2026		QuickBooks Payroll Service	Created by Payroll Service on 09/09/2026		16,678.11	29,003.19
09/15/2026	DD1376	Brockoff, Felicia L.	Direct Deposit	0.00		29,003.19
09/15/2026	DD1377	Datres, Benjamin R.	Direct Deposit	0.00		29,003.19
09/15/2026	DD1378	Genelin, Thomas M.	Direct Deposit	0.00		29,003.19
09/15/2026	DD1379	Meiller, Terry J.	Direct Deposit	0.00		29,003.19
09/15/2026	DD1380	Polster, Tyler J.	Direct Deposit	0.00		29,003.19
09/15/2026	DD1381	Ristow, Seth E.	Direct Deposit	0.00		29,003.19
09/15/2026	DD1382	Wanous, Richard M.	Direct Deposit	0.00		29,003.19
09/15/2026	EFT-977	HSA Bank	41-1385530		1,697.95	27,305.24
09/15/2026	EFT-978	Minnesota Revenue	7694248		1,152.00	26,153.24
09/15/2026	EFT-979	MSRS-VOYA	0058 Carver SWCD		1,679.00	24,474.24
09/15/2026	EFT-980	PERA	9103-00		3,792.61	20,681.63
09/15/2026	EFT-981	US Treasury IRS	41-1385530		6,195.98	14,485.65
09/23/2026	3928	Carver County	September Insurance Premium		12,487.40	1,998.25
09/23/2026			Funds Transfer-539408658	45,000.00		46,998.25
09/29/2026		QuickBooks Payroll Service	Created by Payroll Service on 09/23/2026		18,595.34	28,402.91
09/30/2026	DD1383	Brockoff, Felicia L.	Direct Deposit	0.00		28,402.91
09/30/2026	DD1384	Datres, Benjamin R.	Direct Deposit	0.00		28,402.91
09/30/2026	DD1385	Genelin, Thomas M.	Direct Deposit	0.00		28,402.91
09/30/2026	DD1386	Meiller, Terry J.	Direct Deposit	0.00		28,402.91
09/30/2026	DD1387	Polster, Tyler J.	Direct Deposit	0.00		28,402.91
09/30/2026	DD1388	Ristow, Seth E.	Direct Deposit	0.00		28,402.91
09/30/2026	DD1389	Wanous, Richard M.	Direct Deposit	0.00		28,402.91
09/30/2026	3929	Lynch, Michael J.	Q3 Compensation		429.02	27,973.89
09/30/2026	3930	Sons, Jeffrey R.	Q3 Compensation		251.06	27,722.83
09/30/2026	DD1390	Wittner, Karli A.	Direct Deposit	0.00		27,722.83
09/30/2026	DD1391	Zabel, Mark A.	Direct Deposit	0.00		27,722.83
09/30/2026	DD1392	Zbinden, Marcus R.	Direct Deposit	0.00		27,722.83
09/30/2026	3932	Ristow, Seth E.	Cell Phone Reimbursement		45.00	27,677.83
09/30/2026	EFT-982	HSA Bank	41-1385530		1,697.95	25,979.88
09/30/2026	EFT-983	Minnesota Revenue	7694248		1,152.00	24,827.88
09/30/2026	EFT-984	MSRS-VOYA	0058 Carver SWCD		1,679.00	23,148.88
09/30/2026	EFT-985	PERA	9103-00		3,832.61	19,316.27
09/30/2026	EFT-986	US Treasury IRS	41-1385530		6,460.00	12,856.27
09/30/2026	3931	MN Paid Leave	07974447		1,111.02	11,745.25
09/30/2026	EFT-987	MN Dept. of Rev. Sales Tax	Q3		81.00	11,664.25
09/30/2026			Interest	0.53		11,664.78
Total 1000 Checking-Security Bank				85,262.23	84,796.61	11,664.78
1100 Savings-Security Bank						486,941.89
09/09/2026			Funds Transfer-537485532		40,000.00	446,941.89
09/23/2026			Funds Transfer-539408658		45,000.00	401,941.89
09/30/2026			Interest	476.13		402,418.02
Total 1100 Savings-Security Bank				476.13	85,000.00	402,418.02
1110 Member Savings-SouthPoint						10.30
Total 1110 Member Savings-SouthPoint						10.30
1150 Savings Citizens NYA						83,162.27
09/30/2026			Interest	76.89		83,239.16
Total 1150 Savings Citizens NYA				76.89	0.00	83,239.16
1200 Investments CD's						436,730.88
12.ONB*968 (4.0%-11/06/26)						114,840.04
Total 12.ONB*968 (4.0%-11/06/26)						114,840.04
12.ONB*141 (4.0%-12/25/26)						102,895.80
Total 12.ONB*141 (4.0%-12/25/26)						102,895.80
12.SPFCU*024 (3.8%-01/24/27)						116,899.46
Total 12.SPFCU*024 (3.8%-01/24/27)						116,899.46

Carver Soil & Water Conservation District
Treasurer's Report
As of September 30, 2026

Date	Num	Name	Memo	Debit	Credit	Balance
12.SB&T*266 (3.7%-02/07/27)						102,095.58
Total 12.SB&T*266 (3.7%-02/07/27)						102,095.58
Total 1200 Investments CD's						436,730.88
TOTAL				**85,815.25**	**169,796.61**	**934,063.14**

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

Treasurer's Monthly Report
Program Summary - September 2026

	Cash Balance 8/31/2026	Receipts	Disbursements	Cash Balance 9/30/2026
Funds				
BWSR Soil Health Delivery	$1,706.64		$1,848.52	-$141.88
BWSR Buffer Implementation	$4,491.92		$4,491.92	$0.00
BWSR Conservation Delivery	$0.00			$0.00
BWSR Soil Health Practices	$180,000.00			$180,000.00
BWSR State Cost Share	$38,924.00			$38,924.00
BWSR WBIF (Waconia & Eagle)	$0.00			$0.00
SWCD Operating Funds	$673,501.94	$815.25	$78,456.17	$595,861.02
District Escrow	$119,420.00			$119,420.00
TOTAL	**$1,018,044.50**	**$815.25**	**$84,796.61**	**$934,063.14**
Use of Cash				
1000 Checking Security Bank	$11,199.16	$85,262.23	$84,796.61	$11,664.78
1100 Savings-Security Bank	$486,941.89	$476.13	$85,000.00	$402,418.02
1110 Savings-South Point CU	$10.30			$10.30
1150 Savings-Citizens NYA	$83,162.27	$76.89		$83,239.16
1200 Investments CD's	$436,730.88			$436,730.88
TOTAL	**$1,018,044.50**	**$85,815.25**	**$169,796.61**	**$934,063.14**

Carver SWCD Board Treasurer

10/15/2026
Date

Carver Soil & Water Conservation District
Balance Sheet
As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	11,664.78
1100 Savings-Security Bank	402,418.02
1110 Member Savings-SouthPoint	10.30
1150 Savings Citizens NYA	83,239.16
1200 Investments CD's	
12.ONB*968 (4.0%-11/06/26)	114,840.04
12.ONB*141 (4.0%-12/25/26)	102,895.80
12.SPFCU*024 (3.8%-01/24/27)	116,899.46
12.SB&T*266 (3.7%-02/07/27)	102,095.58
Total 1200 Investments CD's	436,730.88
Total Checking/Savings	934,063.14
Accounts Receivable	1,220.30
Total Current Assets	935,283.44
TOTAL ASSETS	**935,283.44**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 Payroll Liabilities	0.13
2300 Sales Tax Payable	0.14
2400 Unearned-Deferred Revenue	
2405 Cost-Share	38,924.00
2407 Soil Health Grants	179,858.12
Total 2400 Unearned-Deferred Revenue	218,782.12
Total Other Current Liabilities	218,782.39
Total Current Liabilities	218,782.39
Total Liabilities	218,782.39
Equity	
3000 FUND BALANCE	825,887.29
Net Income	-109,386.24
Total Equity	716,501.05
TOTAL LIABILITIES & EQUITY	**935,283.44**

Carver Soil & Water Conservation District
Profit & Loss Budget vs. Actual
January through September 2026

	Jan - Sep 26	Budget	$ Over Budget	% of Budget
Income				
4000 Intergovernmental County				
4010 Annual Allocation	430,246.50	573,581.00	-143,334.50	75.0%
4020 CCWMO Projects	0.00	10,000.00	-10,000.00	0.0%
4030 Ditches/Misc. County Rev.	0.00	15,000.00	-15,000.00	0.0%
4040 WCA Services	0.00	10,000.00	-10,000.00	0.0%
Total 4000 Intergovernmental County	430,246.50	608,581.00	-178,334.50	70.7%
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	0.00	20,000.00	-20,000.00	0.0%
4120 MCD, MACD Revenue	30,105.50	35,000.00	-4,894.50	86.0%
4130 WBIF Staff Time	2,398.08			
Total 4100 Intergovernmental Local	32,503.58	55,000.00	-22,496.42	59.1%
4200 Intergovernmental State				
4202 Buffer Implementation	20,000.00	20,000.00	0.00	100.0%
4204 Conservation Delivery	24,991.56	19,000.00	5,991.56	131.5%
4205 Cost-Share	0.00	20,000.00	-20,000.00	0.0%
4208 Easement Reimbursements	2,500.00			
4210 RIM Misc. Income	0.00	10,000.00	-10,000.00	0.0%
4207 Soil Health Grants	10,141.88	60,000.00	-49,858.12	16.9%
4212 SWCD Aid	66,552.62	133,000.00	-66,447.38	50.0%
4211 WBIF Grants	0.00	40,000.00	-40,000.00	0.0%
4200 Intergovernmental State - Other	0.00	60,000.00	-60,000.00	0.0%
Total 4200 Intergovernmental State	124,186.06	362,000.00	-237,813.94	34.3%
4300 Charges for Services				
4320 Great Plains Drill Rental	12,147.92	7,500.00	4,647.92	162.0%
4330 Tree & Native Seed Sales	23,252.49	30,000.00	-6,747.51	77.5%
Total 4300 Charges for Services	35,400.41	37,500.00	-2,099.59	94.4%
4400 Interest Earnings	13,588.13	20,000.00	-6,411.87	67.9%
4500 Miscellaneous Revenues	0.00	5,000.00	-5,000.00	0.0%
Total Income	635,924.68	1,088,081.00	-452,156.32	58.4%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	507,677.50	666,016.00	-158,338.50	76.2%
5102 Payroll Fees	826.50	1,200.00	-373.50	68.9%
5103 SWCD - FICA/Medicare	36,415.87	50,950.00	-14,534.13	71.5%
5104 SWCD - Insurance Ben.	86,342.90	150,000.00	-63,657.10	57.6%
5105 SWCD - PERA & DCP	36,950.98	49,951.00	-13,000.02	74.0%
5106 MN Paid Leave Law	1,117.07	4,396.00	-3,278.93	25.4%
Total 5100 Personnel Services	669,330.82	922,513.00	-253,182.18	72.6%
5200 Other Services & Charges				
5201 Dues	8,254.59	9,000.00	-745.41	91.7%
5202 Education & Promotion	0.00	2,000.00	-2,000.00	0.0%
5203 Employee Expense	1,206.92	2,500.00	-1,293.08	48.3%
5204 Equipment Repairs	427.74	500.00	-72.26	85.5%
5205 MCIT Insurance Coverage	13,581.00	14,500.00	-919.00	93.7%
5206 Mileage	969.25	1,500.00	-530.75	64.6%
5207 Office Operations/Misc.	7,406.83	7,000.00	406.83	105.8%
5208 Professional Services	5,548.00	5,000.00	548.00	111.0%

Carver Soil & Water Conservation District
Profit & Loss Budget vs. Actual
January through September 2026

	Jan - Sep 26	Budget	$ Over Budget	% of Budget
5209 Supervisor Expenses	0.00	1,500.00	-1,500.00	0.0%
5220 Vehicle/Equipment Expenses	3,794.34	5,000.00	-1,205.66	75.9%
5200 Other Services & Charges - Other	0.00			
Total 5200 Other Services & Charges	41,188.67	48,500.00	-7,311.33	84.9%
5300 Supplies - Office & Field	174.00	2,500.00	-2,326.00	7.0%
5400 Capital Outlay	0.00	10,000.00	-10,000.00	0.0%
Total 5000 District Operations	710,693.49	983,513.00	-272,819.51	72.3%
6000 Project Expenses				
6100 District Projects				
6112 Ditches/Other Co. Depts.	376.00			
6113 ETA/Misc. MCD Reimb.	15,000.00			
6114 Tree Program Expenses	19,241.43			
6100 District Projects - Other	0.00	40,000.00	-40,000.00	0.0%
Total 6100 District Projects	34,617.43	40,000.00	-5,382.57	86.5%
6200 State Projects	0.00	64,568.00	-64,568.00	0.0%
Total 6000 Project Expenses	34,617.43	104,568.00	-69,950.57	33.1%
Total Expense	745,310.92	1,088,081.00	-342,770.08	68.5%
Net Income	**-109,386.24**	**0.00**	**-109,386.24**	**100.0%**

REQUEST FOR BOARD ACTION

Regular Agenda

Meeting Date: 10/15/2026

Prepared by: Felicia Brockoff

PURPOSE/ACTION REQUESTED:

Consider revising the SWCD's current policy for the Minnesota Paid Leave law.

SUMMARY:

Minnesota's new Paid Family and Medical Leave (PFML) law went into effect on 1/1/2026. The SWCD adopted our policy on 11/20/2025, and requested it be added to the January 2027 organization meeting as a discussion item.

An employee has asked about using the PFML through the state, and if they could supplement their earnings by also using their earned PTO, which would get them to 100% of their wages while on leave. The SWCDs current policy states: "*Employees utilizing PFML are not eligible to supplement those earnings by utilizing PTO*."

Carver County's policy DOES allow employees to utilize their PTO while on PFML.

STAFF RECOMMENDATION:

Remove the sentence "*Employees utilizing PFML are not eligible to supplement those earnings by utilizing PTO*." Reviewing this policy in October may also eliminate the need to discuss it at the January 2027 organizational meeting.

EXPLAINATION OF FISCAL/FTE IMPACT:

There will be no impact on the budget. The employee will be receiving a partial wage replacement from the state's PFML program. The PTO used will be less than the employee's regularly scheduled 40-hour work week.

Supporting Documents:

Current policy is attached

Previous Board Action:

11/20/2025 Policy approved

F. Minnesota Paid Leave Law Policy (effective 1/1/2026) *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 MN 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 the Federal Family and Medical Leave Act (FMLA) and 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.

For this policy, the Carver SWCD Board of Supervisors has set the following requirements:

- The SWCD will cover 0.22% of the premiums (*small employer rate*). Employees will cover 0.44% of the required premium rate – total of 0.66%.
- Employees utilizing PFML are not eligible to supplement those earnings by utilizing PTO.
- The shortest block of time SWCD employees can utilize PFML will be 3 consecutive working days, or the equivalent of 24 hours.

Carver SWCD Monthly Report

October 2026

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Verified and paid regular monthly expenses. Completed September Treasurer's Report, semi-monthly payroll, and paid all liabilities. Completed all third quarter forms for IRS, MnDOR, MN Paid Leave, and Worker's Compensation reports. Drill billings to landowners.
- Admin: Completed the Minutes for the September meeting, updated 2026 resolutions document with approved Board meeting motions. Prepared October Agenda packets and posted online. Several meetings with Mike to discuss administrative duties.
- Grants: Charged Terry's time to Soil Health delivery grant. Submitted an interim eLINK report, requested next 40% of grant funds. Charged Ben's time to Buffer Grant, submitted eLINK final report showing grant funds spent entirely.
- General monthly duties: answering phone calls, responding to emails submitted from our website, sort mail, enter rain gauge reports into online database, mailed paper reports to State climatology office. Imported records into OnBase for permanent retention in accordance with our records schedule.

Terry Meiller – Resource Conservationist

- Soil Health RCPP: Followed up with landowners to discuss and approve seed mixes, seed tags, and planting date requirements. Additional landowner eligibility requirements collected and uploaded to RCPP Sharepoint site for LLC's (additional business subsidiary reports needed for individuals). Field visits to confirm and document cover crop planting. Minor elink updates (added cover crop and no-till activities, mapped fields for each contract)
- Crow WBIF: Updated cooperator files and documentation for WASCB/waterway project handoff to other staff. Created layout file for R10 survey unit for upcoming construction stakeout. Followed up with landowner and contractor to discuss construction schedule, construction stakeout, etc.
- State Cost-share: Teams Meeting with NRCS engineer and landowner to review final design plans for WASCB project in Laketown Twsp. Bid packets prepared and sent to contractors on landowners' behalf. Prepared cost-share contract, landowner addendum, and division of payment schedule for landowners (Laketown Twsp. project is a shared project between two landowners).
- Misc.: District Manager related research/prep (elink, grants, meetings with Mike & Personnel Committee). Meetings (SWCD Board Mtg, MASWCD Area IV mtg, MCD managers mtg, WMO). Teams Meeting with MCWD staff to discuss project updates. Field visits/Tech assistance for pasture and hay renovations. WMO assistance (wetland mapping in Bevens Creek watershed for potential water storage grant).

Seth Ristow – Resource Conservation Technician

- Continued working with native plant group on Native Seed Collection Workshop. Workshop will be October 12th at the Gvt. Center
- Reviewed Savanna Oaks pollinator planting and emailed recommendations to the City of Chaska. Planting needed to be mowed.
- Answered project questions and gave recommendations for streambank planting for RPBCWD.
- Reviewed RPBCWD Stewardship Grant application for shoreline restoration planting.
- Continued web training for conservation practices to get JAA for ecological restoration projects. Needed to take prerequisite courses.
- Reviewed variance compliance plan for shoreline restoration in Waconia.
- Gave alternative seeding recommendations for Chevelle development.
- Put together a Tips and Tricks handout for Native Seed Collection Workshop.
- Walked native planting areas with RPBCWD crew to review the plantings. Took pictures to help with workshop plant ID handout.

- Began Seeding Cohort for ecological JAA. Course is put on by Phesants Forever, Xerces Society, and BWSR
- Inspected solar sites with Tim and Lauren to assess for meeting habitat requirements and close out passed WMO projects (8 sites). Most sites looked good.
- Gave recommendations to World Learning School where to place a native planting as well as what plants to consider.

Tom Genelin – Senior District Technician

- Meetings/Plan Review:
  - Bongards Expansion meeting
  - Clubs West 11th site meeting
  - Peace Lutheran (Watertown) plan review
  - Victoria Ridge South Apartments plan review
  - Christ Community Church (Watertown) plan review
  - Hagen Trucking Expansion plan review
  - Carver Public Works Building infiltration testing
  - Victoria Ridge Apartments preconstruction meeting
  - Oakwood Community Church (Waconia) site meeting
- Site Inspections –
  - Waterford (Waconia) site inspection
  - Woodland Creek (Waconia) site inspection
  - The Cove (Watertown) site inspection
  - Wastewater Treatment Facility (Chaska) site inspection
  - Ensconced Woods (Chaska) site inspection
  - Timber Creek (Carver) site inspection
  - The Preserve (Carver) topsoil site inspection
  - The Fields (Waconia) site inspection
  - Carlson Bluffs (Chaska) site inspection
  - West Creek Village (Victoria) site inspection
  - Rivertown Heights (Chaska) site inspection
  - Huntersbrook Creekside (Victoria) site inspection
  - Fultonwood (Chaska) site inspection
  - Norwood Flats Apartments (NYA) site inspection
  - Holbrook (Waconia) site inspection
  - Suite Living (Chaska) topsoil site inspection
  - GVT Auto (Waconia) site inspection
  - Rock Island Mobile Home Park (Watertown) follow up inspection
  - Oak Creek (Chaska) site inspection
  - Chestnut Business Park (Chaska) site inspection
  - Springs at McKnight Lake (Chaska) site inspection
  - Quailtech Expansion (Chaska) site inspection

Ben Datres – Farm Bill Technician

- CREP/RIM:
  - Kullman & Philp Easement- Cost-share vouchers submitted for temporary cover crop seeding. In limbo with BWSR engineers waiting on cultural resources review.
  - Rusty Patch Bumbel Bee Easement/T.H. 5 - This is a U of M Rusty Patch Bumble Bee mitigation easement part of the Hwy 5 redevelopment project. Completed Application, sent to Bolten & Menk consultant for U of M signatures. Other project development work.
  - 30 easements up for annual inspection. 10 left to complete in Oct.
  - Updating landowner folders, inspection forms etc. after field visits.

- MN Buffer Law:
    - Annual buffer compliance checks for eastern 1/3 of the county- Laketown & Dahlgren Twp.
    - Continuing to update files to document buffer compliance.
- Other:
    - BWSR online tech talk prerequisites for upcoming Shelterbelt and Windbreak training
    - DNR Burn plan assistance for CREP landowner looking to do a fall burn.
    - Sept 17th- Oct 2nd : 2-week trip to Iceland and Norway

Tyler Polster – District Technician

- WCA
    - WMO: A part of ongoing discussions regarding an updated CUP in Norwood; project will likely be an extensive industrial renovation. Attended TEP meeting to approve wetland delineations for: housing lots being privately built outside of Waconia; a church expansion near Waconia; the future CR11 rebuild/resurfacing project through Victoria.
    - Chaska: Attended site visit to approve yearly monitoring report for wetland bank. Attended site visit to approve delineation for Big Woods industrial center application.
    - Watertown: Reviewed application materials for application for a local trail connection.
    - Chanhassen: With the TEP, denied a “no-loss” application due to insufficient information.
    - Carver: Reviewed application materials for Commerce Drive expansion project.
    - NYA: Reviewed application materials for a city-owned outlot improvement/development project.
    - Misc.: Completed perquisite training webinars for upcoming in-person Windbreak training in Litchfield. Assisted one homeowner with tree health questions at their home near Mayer.