



SERVING CARVER  
COUNTY SINCE 1946

*Mission Statement: Providing high  
quality assistance to the land managers  
and citizens of Carver County for the  
protection of land and water resources.*

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**SUPERVISORS:**

CHAIR

**Stan Wendland**  
8040 Dakota Ln.  
Chanhassen, MN 55317  
*District I*

VICE CHAIR

**Bob Burandt**  
1340 Waconia Pkwy. S  
Waconia, MN 55387  
*District IV*

SECRETARY/TREASURER

**Jeff Sons**  
17180 County Rd. 51  
NYA, MN 55368  
*District V*

SUPERVISOR

**Mark Zabel**  
8464 Pine Ct.  
Victoria, MN 55386  
*District III*

SUPERVISOR

**Marcus Zbinden**  
6460 Bretton Way  
Chanhassen, MN 55317  
*District II*

**Minutes of the January 18, 2018 Board Meeting  
for the Carver Soil & Water Conservation District  
Held at the Public Works Facility in Cologne, MN**

Meeting was called to order by Manager Mike Wanous, at 8:33 AM.

**Members Present:** Member, Robert Burandt  
Member, Jeffrey Sons  
Member, Stanley Wendland  
Member, Marcus Zbinden  
Member, Mark Zabel

**SWCD Staff Present:** District Manager, Mike Wanous  
Administrative Assistant, Felicia Brockoff

**Other Attendees:** Carver County Planning & Water Management, Paul Moline  
(Arrived at 9:50 AM)

Mike Wanous opened the nominations for Chair at this time. Burandt recommended that all of the positions (Chair, Vice Chair, and Secretary/Treasurer) remain the same for 2018 as they were in 2017. There being no objections, the recommendation passed by acclamation.

Manager Wanous turned the meeting over to Chair Wendland at this time.

Burandt moved, Zbinden seconded to edit the Operating Rules: page 3, under January Meeting, the first sentence should read *'The SWCD Board meets in conference room 3 (depending on conference room availability)...'* Motion carried unanimously.

Zbinden moved, Sons seconded to name the Waconia Patriot as the Paper of Record for the SWCD. Motion carried unanimously.

Zbinden moved, Sons seconded to make a clarification the 'Supervisors Compensation' policy: any meeting not classified a Board Meeting (including conference calls), will be compensated at a \$15 minimum. The hourly meeting rate will remain the same, \$15 per hour for up to 3 hours; over 3 hours will be compensated at the per diem rate of \$75. Motion carried unanimously.

Zbinden moved, Sons seconded to set the SWCD mileage rate at \$0.545 per mile, which is the current IRS rate. Motion carried unanimously.

Zabel moved, Zbinden seconded to name KleinBank, Citizens State Bank of NYA, and MidCountry Bank as the Carver SWCD's Depository designations. Motion carried unanimously.

Zbinden moved, Burandt seconded to keep the SWCD Committee Appointments the same as they were in 2017. Motion carried unanimously.

Motion was made by Sons, seconded by Burandt to approve the January Agenda as printed (no additions). Motion carried unanimously.

Motion was made by Burandt, seconded by Sons to approve the December 21, 2017 Regular Board meeting Minutes as read. Motion carried unanimously.

The December Treasurer's Report was discussed and approved, subject to audit. Felicia reported the audit is scheduled for February 1<sup>st</sup> with Peterson & Company.

## **COMMITTEE REPORTS:**

1. Personnel Committee (Zabel, Sons) – The committee met this morning before the Board meeting. After gathering information for an internal compensation and classification study, the Personnel Committee is recommending various changes. The Committee is recommending an update to the current personnel handbook, eliminating the obsolete sections, and updating the 'Compensation Schedule' completely, moving to a pay for performance system. It was explained that this Matrix would need to be reviewed annually for the merit percentage increases. The Compensation Grade Schedule was based off of the Carver County non-bargaining salary schedule, 2017. The small letters/numbers in the recommendation match similar Carver County positions.

It is the recommendation of the Personnel Committee, that the current Administrative Assistant be reclassified as the 'Administrative & Finance Specialist.' It is also recommended, that the senior District Technician be reclassified as a 'Resource Conservationist.' Both positions have reviewed their new proposed job descriptions, and agree with the changes proposed.

Lastly, the Personnel Committee recommended salary adjustments for each employee, based on this new Matrix. The budget impact is about \$17,000 more than what was budgeted for 2018 salaries. Mike explained that a budget amendment will be needed early in the year, to also account for grants that we hadn't budgeted for, the salary adjustments will be amended at that time also.

The Personnel Committee recommends the following position grades for 2018 salary adjustments:

Farm Bill Technician	Grade 3	(B23)
District Technician	Grade 3	(B23)
Resource Conservation Technician	Grade 4	(B24)
Administrative & Finance Specialist	Grade 5	(B25)
Resource Conservationist	Grade 6	(C41)
Conservation Technician	Grade 6	(C41)

Motion was made by Zbinden, seconded by Burandt, to accept the recommendations of the Personnel Committee: eliminating the obsolete portions of the Personnel Handbook and replacing the compensation schedule; reclassifying two positions; and granting the salary increases for all of the positions retroactive to January 1, 2018. Motion carried unanimously.

2. Metro Conservation District's (MCD) Committee (Zabel primary; Burandt alt.) – The next Board meeting is February 28.
3. Education & Outreach Committee (Sons, Zbinden) – Nothing to report.
4. Budget Committee (Sons, Zbinden) – Nothing to report.
5. CCWMO Advisory Committee (Wendland primary; Zbinden alt.) – Nothing to report.
6. Carver County Leaders (CCL) Committee (Burandt primary; Zbinden alt.) – The next meeting is scheduled for January 23.

Carver County Report – Paul reported staff has almost completed the Draft Water Management Plan. He is hoping to have something ready for the next Board meeting. He also reported staff is almost done with the draft Comprehensive Plan for Carver County, and that the SWCD will be included in that draft process as well.

Paul also reported on the One Watershed, One Plan (1W1P) process, stating the BWSR Board approved a pilot program for the metro area in December. Carver County is slated to be receiving approximately \$749K in clean water funds. Paul reported that meetings have been held with the County, SWCD, Watershed Districts, and BWSR staff, with Mike acting as the convener. The group will meet again in a few weeks to look at options for splitting up the funding to implement clean water projects.

NRCS Report – No report.

Monthly progress report and construction projects list presented for:

**SWCD Staff:** District Manager, Mike Wanous  
 Administrative & Finance Specialist, Felicia Brockoff  
 Conservation Technician, Chip Hentges  
 Resource Conservationist, Terry Meiller  
 District Technician, Aaron Finke  
 Resource Conservation Technician, Seth Ristow  
 Farm Bill Technician, Ben Datres

The Camden Township road project along the Crow River is currently under construction.

## **OLD BUSINESS:**

Mike reported that letters will be sent to the landowners who will not be compliant with the public ditch system portion of the buffer law, effective November 1, 2018. There are approximately 30-40 parcels along public

waters that are not yet compliant. The County did not accept the enforcement of the new buffer law, so BWSR will be doing the enforcement of non-compliant sites.

**NEW BUSINESS:**

MASWCD has sent the annual dues invoice for 2018 of \$4,690.98. Zbinden moved, Sons seconded to pay the MASWCD Dues invoice totaling \$4,690.98. Motion carried unanimously.

MACD has sent the annual dues invoice for 2018 of \$300. Burandt moved, Zbinden seconded to pay the MACD Dues invoice totaling \$300. Motion carried unanimously.

NACD has sent a conservation investment form, previously called dues. Zabel moved, Sons seconded to contribute \$100 to NACD for the 2018 conservation investment. Motion carried unanimously.

MCIT has sent the annual coverage document, along with an invoice totaling \$10,198 for 2018 property, liability and workers compensation coverage. Motion was made by Zabel, seconded by Burandt to pay the \$10,198 invoice to MCIT for the 2018 insurance coverage. Motion carried unanimously.

Burandt moved, Sons seconded to change the February Board meeting to **Thursday, February 22 at 8:00 AM**. Motion carried unanimously.

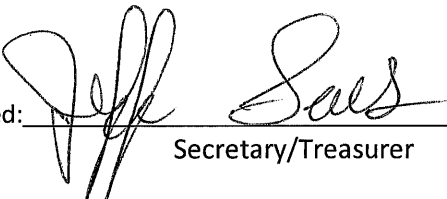
Policy discussion on the pattern tile issue brought up at the November Board meeting. Mike drafted a resolution for MASWCD, but wanted more direction on it from the Board. The discussion started because of a comment made about pattern tiling intercepting groundwater recharge. Board members had mixed opinions on the issue, and decided to table the issue for the time being.

Mike asked about the policy discussion for funding backyard BMP's. Staff is still discussing the issue internally as well, the Board decided to also table this issue.

**OTHER:**

Burandt moved, Zbinden seconded to adjourn the meeting at 11:11 AM. Motion carried unanimously.

**Next Board Meeting: Thursday, February 22, 2018 at 8:00 AM**  
**Public Works Headquarters, Conference Room 3**  
**11360 Highway 212, Cologne, MN 55322**

Approved:  \_\_\_\_\_  
Secretary/Treasurer

Date: February 22, 2018