



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

Mark Zabel

8464 Pine Ct.
Victoria, MN 55386
District III

VICE CHAIR

Stan Wendland

8040 Dakota Ln.
Chanhassen, MN 55317
District I

SECRETARY/TREASURER

Jeff Sons

17180 County Rd. 51
NYA, MN 55368
District V

SUPERVISOR

Bob Burandt

1340 Waconia Pkwy. S
Waconia, MN 55387
District IV

SUPERVISOR

Marcus Zbinden

6460 Bretton Way
Chanhassen, MN 55317
District II

Minutes of the February 20, 2020 Board Meeting for the Carver Soil & Water Conservation District Held at the Public Works Facility in Cologne, MN

Meeting was called to order by Chair Zabel at 8:01 AM.

Members Present: Chair, Mark Zabel
Secretary/Treasurer, Jeffrey Sons
Member, Marcus Zbinden

Members Absent: Vice Chair, Stanley Wendland
Member, Robert Burandt

SWCD Staff Present: District Manager, Mike Wanous
Administrative & Finance Specialist, Felicia Brockoff
Resource Conservationist, Terry Meiller (partial mtg.)
Resource Conservation Technician, Seth Ristow (partial mtg.)

Other Attendees: Carver County Planning & Water Management, Paul Moline
NRCS Team District Conservationist, Chris Schmidt

Motion was made by Zbinden, seconded by Sons to approve the Revised February Agenda. Motion carried.

Motion was made by Zbinden, seconded by Sons to approve the January 16, 2020 Regular Board Meeting Minutes as read. Motion carried.

The January 2020 Treasurer's Report was discussed and accepted, subject to audit.

COMMITTEE REPORTS:

1. Personnel Committee (Sons, Zbinden) – The Committee has not yet, but Mike is proposing to again hire a Seasonal Conservation Technician over the summer months. He is using the same position announcement as last year, with a May 3 application deadline. Zbinden also suggested looking into a Minnesota GreenCorps staff person, which runs from September through April through MPCA. Zbinden moved, Sons seconded to approve the advertisement of the Seasonal Conservation Technician. Motion carried.

2. Metro Conservation District's (MCD) Committee (Zabel primary; Zbinden alt.) – The next meeting is February 26 at 4:00 PM, this is the organizational meeting for 2020. Zabel plans to attend, Zbinden may attend also. Mike stated there is a subwatershed analysis training in Ramsey County (same location as the MCD meeting) during the day. Mike also reported on the Manager meeting held on January 29. The group discussed the watershed implementation funding, SWA training, and program updates.
3. Education & Outreach Committee (Sons, Wendland) – The committee has not met.
4. Budget Committee (Burandt, Sons) – The committee has not met.
5. CCWMO Advisory Committee (Wendland primary; Zbinden alt.) – Wendland sent his notes from the January 28 meeting to Mike, which Mike reviewed with the Board. When the Crow River Organization of Water (CROW) disbanded, Carver County received \$32,000 back. Earmarked projects for the returned funding include a stormwater treatment in the City of Watertown, a dam removal feasibility study in Watertown, and a cash match for BWSR grant requirements.
6. Carver County Leaders (CCL) Committee (Burandt primary; Zbinden alt.) – The last meeting was January 28.

Carver County Report – Paul was not able to attend the meeting today but sent a text saying both the Water and Comprehensive Plans were adopted by the County Board. He is still waiting for BWSR to schedule the convene meetings for watershed-based funding.

NRCS Report – Chris reported on NRCS deadlines. CSP renewal applications deadlines is March 20, however there are no contracts in Carver County that were eligible to be renewed. New general CSP applications will be accepted until May 29. NRCS is still certifying practices for the payment approval on the contracts. He reported NRCS is still working on EQIP and CSP modifications. The CRP general sign up ends February 29. Chris reported that next week Tuesday-Thursday (February 25-27) there is a mandatory all NRCS employee meeting. No one will be in any NRCS office over that time. He also reported that Local Work Group meetings need to be held before July 31. Mike stated we have done the meeting in conjunction with a Board meeting in the past. Chris will work with Mike to pick an upcoming Board meeting date.

Seth arrived at 8:46 AM.

Discussion on the new 100% compliance checks for CRP that NRCS will be required to do. Chris thought there could be contribution agreements with SWCD's to perform some of the compliance checks. Chris will keep in touch with that process, if the SWCD is interested in assisting with the compliance checks.

SWCD staff reports presented and discussed:

- 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

Mike reported that four notices of non-compliance have been forwarded to BWSR. Ben will be inspecting 1/3 of Carver County starting this year, based on the Board approved process. Seth reported he has been working with Riley Purgatory Bluff Creek Watershed District (PRBCWD) to develop a matrix that would offer different

award calculators for various best management practices (BMPs) installed. He reported RPBCWD would like to have the calculators completed by March. Discussion on Ken Lenzen's site, for possible mitigation when Public Works redoes Highway 212.

CORRESPONDENCE:

The next MACD meeting will be held on Friday, March 13 at Cabela's in Rogers. Mike will plan on leaving the office at 8:00 AM if anyone is interested in carpooling.

OLD BUSINESS:

Seth reported on the Lawns to Legumes pollinator program through BWSR. He discussed the various steps of the BWSR program. The first step was for Cities to apply to do neighborhood projects, which has now expired. Currently, BWSR is accepting applications from individuals, who can receive up to \$350 from BWSR to do a pollinator project. Seth also reported he signed up to be a Coach to assist landowners with their pollinator projects within Carver County and in the RPBCWD. Zbinden and Zabel agreed to work with Seth to develop local priorities under the current pollinator cost-share program through the SWCD.

Terry arrived at 9:20 AM.

Terry reported he has received two bids to install rip rap, as well as a root wad toewood on the Camden Township/Crow River project that has partially washed out. Both bids were very close to \$15,000 for completion. Terry has contacted the DNR about the repairs that are needed, which would be covered under the current DNR permit. Mike reported there is \$11,264.62 in DRAP funds remaining that could be put towards this repair, as well as some District Capacity funding. He also informed the Board the window for this repair is very short before spring flooding starts, and the DRAP funds must be spent by June 30, 2020. The Board agreed that the work should be completed as soon as possible and wanted to make sure enough funds were available to get the project completed. Zbinden moved, Sons seconded to approve up to \$15,000 to complete the project with the contractor who can prioritize to complete it as soon as possible and allow up to a \$10,000 contingency (which staff can authorize if needed); not to exceed a total repair cost of \$25,000. The remaining DRAP funds will be used, along with District Capacity Funds. Motion carried.

NEW BUSINESS:

Mike reported that BWSR is recommending individual organizations decide who the decision-making representatives will be at the Watershed-Based Implementation Funding meetings. Zabel reported that both the Dakota SWCD as well as the Vermillion River Watershed District has authorized staff to make the decisions. Motion was made by Zbinden, seconded by Sons to assign staff as the decision-making representative for the Watershed Based Implementation Funding meetings on behalf of the Carver SWCD. Motion carried.

Mike informed the Board that he just found out yesterday, that BWSR has changed their requirement for submitting a Watershed-Based Implementation Funding plan. He also reminded the Board, that the Carver SWCD added this as Section III in the Annual Report and Annual Plan of Work for 2020 that was submitted to BWSR in December, which was BWSR's previous requirement. He also noted that the Carver SWCD was the only SWCD in the Metro Area to follow the previous requirement, and submit the Watershed-Based

Implementation Funding plan to BWSR. He explained that the new requirement as of yesterday, states that these plans should be submitted to all of the Watershed District's located within your County. Chair Zabel agreed with Mike's frustrations and felt an official complaint letter should be lodged with BWSR staff. Mike will draft a letter and get it sent to the BWSR management.

Mike has drafted a few new policies, based on the discussion at the last Board meeting. The draft policies included a mobile device reimbursement, an outdoor apparel allowance, and a health incentive policy. Mike also mentioned to the Board that Carver County has changed their leave policy from annual and sick leave, to a paid time off (PTO) policy, and asked if the SWCD should investigate that as well. Chair Zabel suggested that the Personnel Committee meet to discuss these four proposed policies and bring back a recommendation to the full Board. Mike will get staff input on the PTO policy.

MASWCD has sent out the Legislative Briefing registration for March 24. Anyone interested in attending should let staff know before the deadline.

Mike presented an Agreement with Wright SWCD for engineering services. With the retirement of Mike Mayer, the SWCD will need someone to sign off on bigger projects. Luke Johnson, Wright SWCD Manager, sent out an Agreement to metro SWCD's if they would like to contract with Wright SWCD for Engineer services, since they now have an engineer on staff. Mike explained that any engineering funds would be reimbursed through the MCD ETA program. Mike felt we would use up to 40 hours, \$4,000 max. Motion was made by Chair Zabel, seconded by Zbinden to approve the agreement with Wright SWCD for the engineering services. Motion carried.

OTHER:

Zbinden mentioned that Carver County is again partnering with the Extension office for local farmers to recycle Ag Bags again this spring.

Zbinden moved, Sons seconded to adjourn the meeting at 10:34 AM. Motion carried unanimously.

***Next Board Meeting:* Thursday, March 19, 2020 at 8:00 AM
Public Works Headquarters, Conference Room 3
11360 Highway 212, Cologne, MN 55322**

Approved: _____
Secretary/Treasurer

Date: February 20, 2020

Carver Soil & Water Conservation District
Treasurer's Report
As of February 29, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						21,535.24
02/03/2020			Deposit-Chanhassen CSEC	962.50		22,497.74
02/05/2020			Deposit-Trees	900.00		23,397.74
02/05/2020	3137	Culligan Bottled Water	114-09979618-6		44.95	23,352.79
02/05/2020	3138	HSA Bank	#W213177 January Fees		12.50	23,340.29
02/05/2020	3139	Cardmember Services	1335		2,164.88	21,175.41
02/10/2020			Funds Transfer-239322216	20,000.00		41,175.41
02/13/2020		QuickBooks Payroll Service	Created by Payroll Service on 02/06/2020		14,345.48	26,829.93
02/14/2020	DD0215	Wanous, Richard M.	Direct Deposit	0.00		26,829.93
02/14/2020	DD0209	Brockoff, Felicia L.	Direct Deposit	0.00		26,829.93
02/14/2020	DD0210	Datres, Benjamin R.	Direct Deposit	0.00		26,829.93
02/14/2020	DD0211	Finke, Aaron P.	Direct Deposit	0.00		26,829.93
02/14/2020	DD0212	Hentges, Pernel J.	Direct Deposit	0.00		26,829.93
02/14/2020	DD0213	Meiller, Terry J.	Direct Deposit	0.00		26,829.93
02/14/2020	DD0214	Ristow, Seth E.	Direct Deposit	0.00		26,829.93
02/14/2020	3140	Carver County	Employee Elective		208.50	26,621.43
02/14/2020	EFT-131	HSA Bank	41-1385530		1,026.95	25,594.48
02/14/2020	EFT-132	Minnesota Revenue	7694248		932.00	24,662.48
02/14/2020	EFT-133	MSRS	Employee Elective		90.00	24,572.48
02/14/2020	EFT-134	PERA	9103-00		3,018.33	21,554.15
02/14/2020	EFT-135	United States Treasury	41-1385530		4,906.62	16,647.53
02/14/2020	3141	Carver Co.	Engineering Services		2,046.25	14,601.28
02/18/2020	3142	Tree Refunds Payable	Refund (out of conifer pkts)		10.00	14,591.28
02/18/2020	3143	Carver Co.	Fuel for Vehicles		153.69	14,437.59
02/18/2020			Deposit-Trees	1,062.00		15,499.59
02/26/2020	3144	Carver County	February Insurance Premium		8,504.47	6,995.12
02/26/2020			Funds Transfer-240961298	30,000.00		36,995.12
02/27/2020		QuickBooks Payroll Service	Created by Payroll Service on 02/24/2020		14,345.48	22,649.64
02/27/2020			Deposit-Trees & ETA	6,632.67		29,282.31
02/28/2020	DD0216	Brockoff, Felicia L.	Direct Deposit	0.00		29,282.31
02/28/2020	DD0217	Datres, Benjamin R.	Direct Deposit	0.00		29,282.31
02/28/2020	DD0218	Finke, Aaron P.	Direct Deposit	0.00		29,282.31
02/28/2020	DD0219	Hentges, Pernel J.	Direct Deposit	0.00		29,282.31
02/28/2020	DD0220	Meiller, Terry J.	Direct Deposit	0.00		29,282.31
02/28/2020	DD0221	Ristow, Seth E.	Direct Deposit	0.00		29,282.31
02/28/2020	DD0222	Wanous, Richard M.	Direct Deposit	0.00		29,282.31
02/28/2020	EFT-136	HSA Bank	41-1385530		1,026.95	28,255.36
02/28/2020	EFT-137	Minnesota Revenue	7694248		932.00	27,323.36
02/28/2020	EFT-138	MSRS	Employee Elective		90.00	27,233.36
02/28/2020	EFT-139	PERA	9103-00		3,018.33	24,215.03
02/28/2020	EFT-140	United States Treasury	41-1385530		4,906.62	19,308.41
02/29/2020			Interest	1.93		19,310.34
Total 1000 Checking-Security Bank				59,559.10	61,784.00	19,310.34
1100 Savings-Security Bank						95,533.22
02/07/2020	2020-10		CD 6 Grant - 40% payment	48,374.00		143,907.22
02/10/2020			Funds Transfer-239322216		20,000.00	123,907.22
02/18/2020	2020-12		Cashed in CD from ONB	201,891.73		325,798.95
02/26/2020			Funds Transfer-240961298		30,000.00	295,798.95
02/29/2020			Interest	122.35		295,921.30
Total 1100 Savings-Security Bank				250,388.08	50,000.00	295,921.30
1150 Savings Citizens NYA						78,649.12
02/29/2020			Interest	37.92		78,687.04
Total 1150 Savings Citizens NYA				37.92	0.00	78,687.04
1200 Investments CD's						662,273.71
12.MCB **487 (2.50%-05/14/2020)						101,777.64
Total 12.MCB **487 (2.50%-05/14/2020)						101,777.64
12.MCB **903 (2.25%-04/26/21)						156,369.01
Total 12.MCB **903 (2.25%-04/26/21)						156,369.01

Carver Soil & Water Conservation District
Treasurer's Report
As of February 29, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
12.ONB **903 (1.65%-1 Month CD)						201,750.73
02/18/2020	2020-11		Interest Earned on CD	141.00		201,891.73
02/18/2020	2020-12		Cashed in CD to Savings at Security		201,891.73	0.00
Total 12.ONB **903 (1.65%-1 Month CD)				141.00	201,891.73	0.00
12.SB&T **055 (2.35%-05/23/20)						202,376.33
Total 12.SB&T **055 (2.35%-05/23/20)						202,376.33
Total 1200 Investments CD's				141.00	201,891.73	460,522.98
TOTAL				310,126.10	313,675.73	854,441.66



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County Since
1946

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Treasurer's Monthly Report Program Summary - February 2020

<u>Funds</u>	Cash Balance <u>1/31/2020</u>	<u>Receipts</u>	<u>Disbursements</u>	Cash Balance <u>2/29/2020</u>
BWSR Buffer Implementation	\$17,612.13		\$2,805.15	\$14,806.98
BWSR District Capacity	\$227,314.03		\$6,102.37	\$221,211.66
BWSR DRAP Funds	\$11,264.62			\$11,264.62
BWSR Conservation Delivery	\$0.00			\$0.00
BWSR State Cost Share	\$50,245.51			\$50,245.51
County Ditch 6 BMP Grant	-\$29,393.21	\$48,374.00		\$18,980.79
County	\$67,597.92		\$48,444.21	\$19,153.71
District	\$459,140.29	\$9,860.37	\$4,432.27	\$464,568.39
District Escrow	\$54,210.00			\$54,210.00
TOTAL	\$857,991.29	\$58,234.37	\$61,784.00	\$854,441.66
<u>Use of Cash</u>				
Certificates of Deposit	\$662,273.71	\$141.00	\$201,891.73	\$460,522.98
Checking - Security Bank	\$21,535.24	\$59,559.10	\$61,784.00	\$19,310.34
Savings - Security Bank	\$95,533.22	\$250,388.08	\$50,000.00	\$295,921.30
Savings - Citizens NYA	\$78,649.12	\$37.92		\$78,687.04
TOTAL	\$857,991.29	\$310,126.10	\$313,675.73	\$854,441.66

Carver SWCD Board Treasurer

3/19/2020

Date

Carver Soil & Water Conservation District
Balance Sheet
As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	19,310.34
1100 Savings-Security Bank	295,921.30
1150 Savings Citizens NYA	78,687.04
1200 Investments CD's	
12.MCB **487 (2.50%-05/14/2020)	101,777.64
12.MCB **903 (2.25%-04/26/21)	156,369.01
12.SB&T **055 (2.35%-05/23/20)	202,376.33
Total 1200 Investments CD's	460,522.98
Total Checking/Savings	854,441.66
Accounts Receivable	
1300 Accounts Receivable	9,838.00
Total Accounts Receivable	9,838.00
Other Current Assets	
1350 Interest Receivable	895.46
Total Other Current Assets	895.46
Total Current Assets	865,175.12
TOTAL ASSETS	865,175.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Sales Tax Payable	471.99
2400 Unearned-Deferred Revenue	
2402 Buffer Implementation	14,806.98
2403 CD 6 BMP Grant	18,980.79
2405 Cost-Share	50,245.51
2406 District Capacity Funds	221,211.66
2407 DRAP C/S	11,264.62
Total 2400 Unearned-Deferred Revenue	316,509.56
Total Other Current Liabilities	316,981.55
Total Current Liabilities	316,981.55
Total Liabilities	316,981.55
Equity	
3000 FUND BALANCE	547,524.11
Net Income	669.46
Total Equity	548,193.57
TOTAL LIABILITIES & EQUITY	865,175.12

Carver Soil & Water Conservation District
Budget vs. Actual
 January through February 2020

	<u>Jan - Feb 20</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
Income				
4000 Intergovernmental County	124,311.50	524,075.00	-399,763.50	23.7%
4100 Intergovernmental Local	5,412.67	35,000.00	-29,587.33	15.5%
4200 Intergovernmental State	17,016.80	343,500.00	-326,483.20	5.0%
4300 Charges for Services	8,393.91	18,000.00	-9,606.09	46.6%
4400 Interest Earnings	0.00	5,000.00	-5,000.00	0.0%
4500 Miscellaneous Revenues	1,181.50	5,000.00	-3,818.50	23.6%
Total Income	<u>156,316.38</u>	<u>930,575.00</u>	<u>-774,258.62</u>	<u>16.8%</u>
Expense				
5000 District Operations				
5100 Personnel Services	103,772.59	609,380.00	-505,607.41	17.0%
5200 Other Services & Charges	21,466.05	57,500.00	-36,033.95	37.3%
5300 Supplies - Office & Field	78.32	3,500.00	-3,421.68	2.2%
5400 Capital Outlay	0.00	40,000.00	-40,000.00	0.0%
Total 5000 District Operations	<u>125,316.96</u>	<u>710,380.00</u>	<u>-585,063.04</u>	<u>17.6%</u>
5500 Project Expenses				
5510 District Projects	2,046.25	76,500.00	-74,453.75	2.7%
5520 State Projects	28,283.71	143,695.00	-115,411.29	19.7%
Total 5500 Project Expenses	<u>30,329.96</u>	<u>220,195.00</u>	<u>-189,865.04</u>	<u>13.8%</u>
Total Expense	<u>155,646.92</u>	<u>930,575.00</u>	<u>-774,928.08</u>	<u>16.7%</u>
Net Income	<u>669.46</u>	<u>0.00</u>	<u>669.46</u>	<u>100.0%</u>

New Policies for consideration in 2020

Mobile Device Reimbursement

Approved: DATE

The mobile device reimbursement is intended to cover part of the costs of the employee's communication plan expenses, related to SWCD duties. Any portable device that operates as a telephone and connects to the County email system is considered a mobile device under this policy. This includes, but is not limited to, cellular phones, smart phones, or portable digital assistants (PDAs).

Employees using their own mobile devices will receive a monthly reimbursement of \$45 which will be added to their payroll check.

The highest priority for employees is to be safe drivers. Employees shall obey all applicable laws regarding use of mobile devices while operating a motor vehicle.

Employees receiving the mobile device reimbursement will be responsible for:

1. Retrieving and responding to work-related text messages and voice mails at the earliest convenience.
2. Having the mobile device available for use during work hours.
3. Ensuring that the device does not provide a distraction to the employee during work hours.
4. Acceptance of the mobile device number being shared with customers.
5. Providing adequate security for the device to prevent unauthorized use.
6. Following the Carver County IT procedures for connecting the mobile device to the Carver County network.
7. Informing the District Manager of any change in mobile device phone number.
8. Informing the District Manager of lost or stolen mobile device.

Employees will remove all Carver SWCD and Carver County government data when connection to the County network is no longer needed.

Outdoor Apparel Allowance

Approved: DATE

Technical employees who are required to work outdoors as part of their jobs are eligible for an annual reimbursement of up to \$150 for necessary outdoor apparel. Eligible outdoor apparel may include, but is not limited to:

1. Field work boots with safety toe protection
2. Mud/muck boots, pull over rubber boots
3. Rain jackets or rain gear

Employees seeking outdoor apparel allowance shall submit receipts of purchase for reimbursement. The District Manager shall review all receipts submitted for reimbursement under this policy. Employees shall discuss potential purchases with the District Manager prior to purchase in order to avoid conflicts with this policy.

Field Staff and safe work practices

Approved: DATE

Field staff are occasionally required to work around heavy equipment and must follow safety rules when in the presence of heavy equipment:

- Wear hard hats, protective boots (safety toe), high visibility vests (or jackets), and safety glasses when working around heavy equipment.
- Always be aware of the activity of heavy equipment, avoid turning your back to operating equipment.
- Avoid working under or around a suspended load.
- Avoid blind spots of equipment operators.
- Avoid riding on moving equipment.
- Be aware of the danger of cell phone distractions around moving equipment.

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Health Incentive

Approved: DATE

The Carver SWCD participates in the Carver County Group Insurance Benefits through a Joint Powers Agreement. To encourage a healthy lifestyle, Carver County offers its employees a Health Incentive of \$100 per year for following a wellness plan.

It shall be the policy of the Carver SWCD to offer the same Health Incentive Plan of \$100 per year to SWCD employees that follow the Carver County Health Incentive Plan.

The four-step process for the Health Incentive is:

1. Health assessment (online)
2. Biometrics (onsite or with healthcare provider)
3. Preventive screening sign-off
4. Dental exam

After completing the above steps, employees shall submit the reimbursement form to the District Manager by December 31. Receipts of service are required.

Conversion to Paid Time Off (PTO) – Committee recommends switching to PTO on 1/1/2021

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Landscape Restoration Specialist

Compensation Grade: 5

JOB SUMMARY:

Under the supervision of the District Manager, the Landscape Restoration Specialist coordinates the implementation of conservation programs and local water rules best management practices. This position specializes in development of landscape restoration plans, completes plan review for compliance with NPDES and local water rules, and coordinates with cities and water management authorities on storm water issues.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Landscape Architecture, Natural Resources Management, Biology, Environmental Science Studies, or a closely related field, or equivalent combination of education, experience, and training
- 5 years of experience with conservation programs applicable to SWCD work
- TAA/JAA certification, or the ability to become certified within one year
- Documented BMP design and installation experience
- Extensive knowledge of native plant communities
- A valid Minnesota Driver's License or evidence of mobility

DUTIES AND RESPONSIBILITIES:

- Prepares landscape restoration designs to treat storm water, including but not limited to: raingardens, bio-retention cells, shoreline restorations, habitat enhancement, streambank stabilization, forest establishment and water re-use projects.
- Assists the SWCD and Carver County Water Management Organization (WMO) with plan reviews.
- Conducts field visits to construction sites, inspect for compliance with storm water regulations.
- Develops and leads landowner cost share programs related to native landscape designs.
- Represents the SWCD at meetings with cities, watershed districts, and other water management related groups and committees, and provides occasional presentations to these groups.
- Coordinates and leads conservation programs related to native vegetation and storm water treatment.
- Prioritizes best areas for BMP's through the use of storm water mapping and modeling.
- Develops and implements grant applications as directed by the District Manager.
- Works with homeowners and landowners on water drainage issues.
- Keeps records of land use activities and maintains landowner records of conservation practices.
- Performs other duties of a like or similar nature as assigned.

Date Approved: 00/00/0000

ESSENTIAL SKILLS AND KNOWLEDGE:

Essential knowledge required to perform the functions of the job:

- Principles and practices of storm water BMP's.
- Ability to design and implement landscape restoration projects.
- Extensive knowledge of native plant communities, natural landscapes, and the establishment & maintenance of them
- Knowledge of Federal, State, and Local laws relating to storm water and discharge.
- Knowledge of local and State government structure and policies related to water management.
- Familiar with soil properties and use of USDA soil surveys.

Skilled in:

- Use of Vectorworks, AutoCAD or other design software and Adobe Creative Suite and Sketchup.
- Software applications such as word processing, database management, GIS, P8, WinSLAMM and other modeling software.
- Ability to read and interpret construction plans, engineering designs, and hydrologic models.
- Establishing and maintaining effective working relationships with other SWCD, County, and water management employees.
- Ability to communicate with landowners, both in individual and group settings.
- Preparing reports, assembling data, and communicating information to a wide variety of audiences.
- Working independently with minimal supervision.
- Organizing and prioritizing workloads and responsibilities.
- Maintaining a safe working environment.

WORK ENVIRONMENT:

Unusual or hazardous working conditions related to performance of duties: This position is required to conduct work outside in areas that may have slippery ground or uneven/difficult terrain at various rural and urban sites throughout Carver County. This position may come in contact with upset landowners and/or contractors. Employee is required to CONTINUOUSLY sit, talk, and hear; FREQUENTLY use hands dexterously (use fingers to handle, feel), physically lift and carry up to 70 pounds; OCCASIONALLY stand, walk, and reach with hands and arms.

Mike Wanous – District Manager

- Attended county board work session to discuss starting Redetermination of Benefits on the Carver County Public Drainage Systems.
- Followed the BWSR process for WBIF plan by distributing a copy of our plan to the watershed management entities.
- WMO citizen advisory committee, gave a presentation on 2019 year in review for the work the SWCD has accomplished that helps advance goals of the water plan.
- Lower MN River 1W1P meeting, attending meeting and discussions of pros and cons to the larger watershed planning framework.
- Policy edits from the previous board meeting and met with Personnel Committee to review those edits.
- County manager meeting to discuss COVID 19 planning process and emergency planning.

Felicia Brockoff – Administrative & Finance Specialist

- Accounting: Payroll and liabilities completed. Cashed in CD to savings for cash flow, made bank deposits and transferred funds as needed.
- Administrative: Minutes from the February Board meeting. Reviewed timesheets for employees, updated leave amounts. March Agenda packet put together and posted on website. Staff meeting. Continuing to take tree orders, running out of a lot of stock.
- Envirothon: Assisting Judy to try and find Forestry Presenters for state event. Formatting questions for metro Envirothon.
- Grants: Updated amounts for staff time used.

Chip Hentges – Conservation Technician

Projects are starting up and have completed several Construction site erosion and sediment control inspections. Did our first stop work order on a contractor in the city of Chanhassen for excess tracking on a CSAH Road. Issues with Lano's pit access onto CSAH 61 with continuous tracking onto the roadway. Been working with Chaska City staff to figure on how this can be enforced.

Pre-Construction Meetings:

- TH 101 New Road Alignment from 61 to Pioneer Trail
- TH41 and CSAH 18 Roundabout and widening of road
- Bavaria Ponds – Reconstruct to add water quality feature. Added an Iron Enhanced bench on a existing pond
- Watertown Wetland restoration. Carver County Highway Department to restore a wetland with the intent to receive banking credits for highway projects.

Projects Started:

- USS Hancock Solar – project has started
- Bavaria Pond reconstruction was started and has been completed
- Watertown Rip Rap job was started and has been completed
- TH 101 Road project has started with Tree clearing
- TH41, only utility work has started.
- DNR Ramp installation at the Carver County Parks in Waconia
- Watertown wetland restoration project has started and should be completed by the 13th. The weir sheet pile structure and filling in part of the ditch has been completed.

- Installed the new outlet control structure at Lake Waconia outlet. Also, removed the existing weir wall in the stream leading to Burandt Lake.

PLAN REVEIWS:

- Shepherd of the Hill – Chaska Housing complex at a church
- Dell Web – Chaska Housing Development
- Interlaken 8th – Waconia Housing Development
- Winkler Crossing 3rd – Cologne Housing Development
- Watertown Rip-Rap Repair
- QualiTech Expansion – Chaska Commercial Building
- Watertown Trail and Mill overlay.

Terry Meiller – District Technician

- CREP: MN CREP Contractor Meeting in Hutchinson. Meeting with FSA to review and determine Kreye and Beier cost breakdown for reimbursement. Cost-share voucher updates, phone calls with BWSR staff for state reimbursements
- Soil Health: Landowner appointments/contact re: 2020. No-till Farmer virtual reviews (2 day webinar reviews of 2020 no-till conference). Researched BEAM bioreactor (2020 program idea).
- Trainings: Grassed Waterway Training (Jordan). SWA Training (Ramsey County).
- State Cost-Share: Waterway design for potential Kim Seng project (using new EFT design tools)
- CRP: Landowner assistance (phone calls, stop in re: CRP re-enrolls). Burn plan writing/sent to DNR for spring permits.
- Misc: Site visits @ Camden streambank site (meeting with contractor/Contractor service agreement). LRRWRP Webinar (wetland banking). Envirothon Wildlife questions.

Aaron Finke – District Technician

- WCA-Complaint investigation of fill being placed in a wetland in San Francisco Twsp.
- WCA-Complaint investigation of illegal drainage in Chaska.
 - o Met with landowner to document work
 - o Survey extents of excavation and fill
- WCA-TEP meeting along Seminary Fen in Chaska
- WCA-TEP meeting for replacement credits regarding US 212 and TH 5/25 impacts.
- WCA-Issued Satisfactory Restoration for previous violation in New Germany.
- WCA-Permitting assistance for ditch cleaning in Benton Twsp
- WCA-Plan review for bridge replacement with wetland impacts in Chaska
- WCA-Plan review for East Chaska Creek streambank stabilization
- WCA-Permitting assistance for landowner wanting to excavate in wetland in Hollywood Twsp
- Conservation Practice Planning-put together tree planting plan/CREP proposal for landowner in Watertown twsp
- Wetland Road Replacement proposal to landowner in Cologne.
- Education-Attended SWA training

Seth Ristow – Resource Conservation Technician

- Created planting concept for Seminary Fen farm field (7 acres) (great project)
- Revised Carver Creek Concept for City of Carver (4 acres) (Future project)
- Continued revisions to our pollinator program
- Conducted site visits for our pollinator program

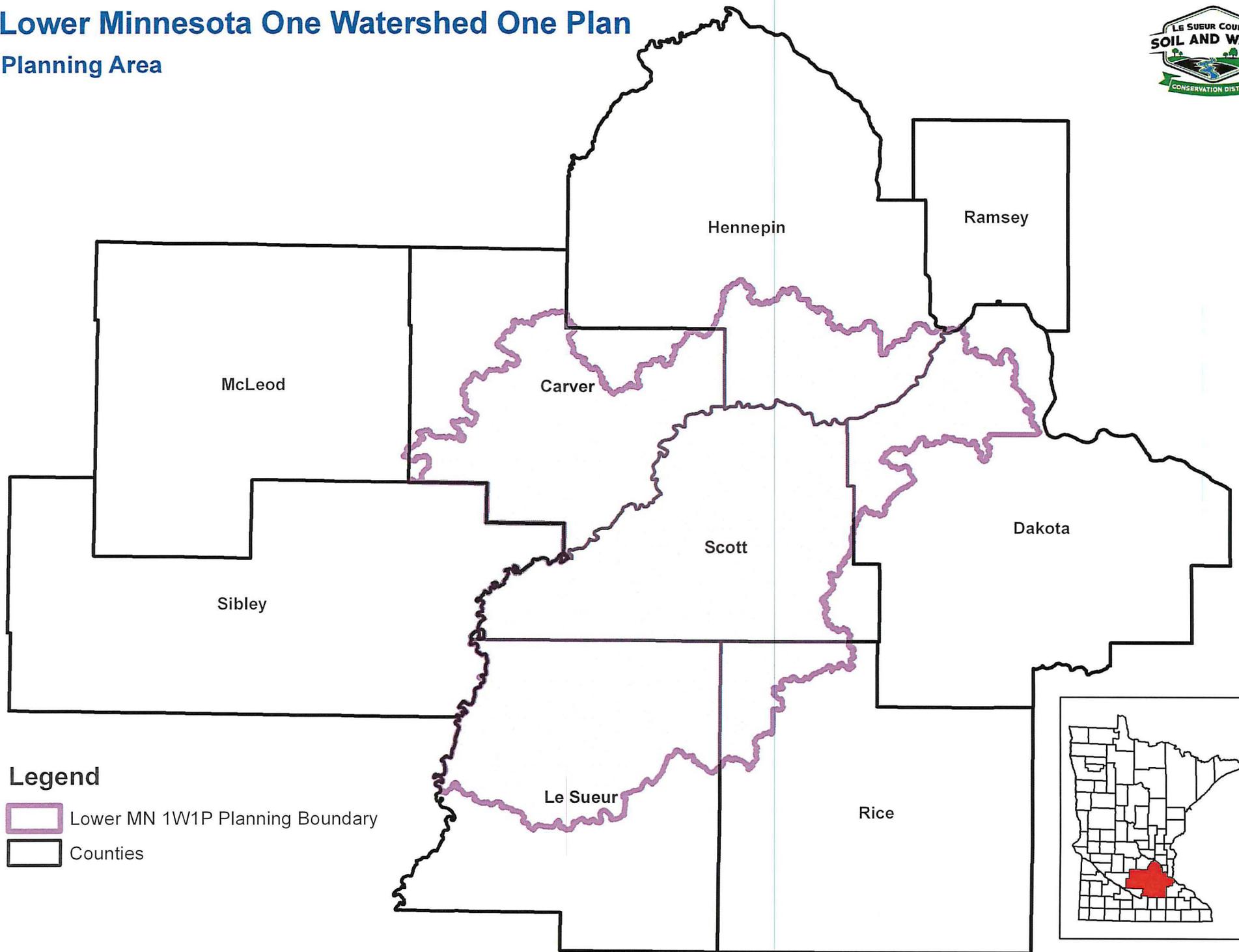
- Worked with RPBCWD on revising cost share program
- Met with Craig with the city of Waconia to discuss pollinator project and workshop for public works employees
- Participated in WMO's weekly plan review meeting
- Conducted site visits/consultations for RPBCWD Stewardship Grant program
- Investigated pond aeration for RPBCWD as part of Condo Ass. Project
- Helped B of RPBCWD hold an open house on their Stewardship Grant Program
- Attended Habitat Friendly Solar Site Summit
- Reviewed 22 research proposals as part of the Minnesota Stormwater Research Council. Then deliberated with fellow board members on who should receive funding.
- Spoke to our board about the Pollinator Program
- Watch webinar on 3D rendering in Vectorworks (Cool)
- Attended SWA Training
- Spoke to Holly Bernardo of DNR about converting farm field into native habitat
- Created pollinator planting design for Susan Knopp (fairly small area)

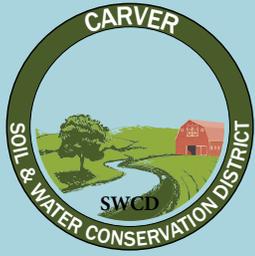
Ben Datres – Farm Bill Technician

- CREP:
 - o Pat Beier- working with FSA on cost-share amounts. Sent cost-share voucher.
 - o Kreye/McGenney- Cost-share voucher has been sent out.
 - o Cheri Johnson- Repair work and seeding needed
 - o Cheri Johnson #2- Waiting for contractor's schedule
 - o Mike Lynch – Working on the cost-share/reimbursement side of things
 - o Jim Dvorak- working with FSA on cost-share amounts. Sent cost-share voucher.
 - o Lundborg- Accepted. Mother passed away, waiting for trust to get squared away.
- Buffers:
 - o Starting to implement the plan to reach 100% compliance.
- CREP outreach and payment estimates for potential sites
- CRP assistance for those with contracts expiring
- Grass Waterway EFT training
- CREP/RFP webinars.
- Email retention implementation.
- Assisting landowners with CREP and CRP questions
- Facebook page- posting updates, upcoming events etc.

Lower Minnesota One Watershed One Plan

Planning Area





Brueggemeier Native Buffer

3455 Weeks Ave.
Winsted, MN 55395

Practice:

Pollinator Habitat, Turf Replacement

Benefits:

- Improves infiltration
- Provides Pollinator Habitat
- Familiarizes the community with our work and pollinators

Size:

9,100 SF

Watershed:

CCWMO

Installation:

Fall 2020

Cost Estimate:

\$1,138

Award

Recommendation

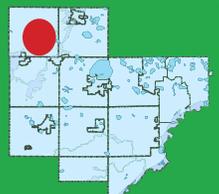
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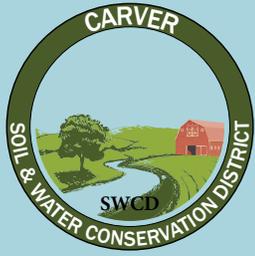


Project Description:

The homeowners plan to create approximately 9,100 SF of pollinator habitat near the entrance of their driveway. Currently the area is being maintained as a lawn/pasture. Before planting they will move pasture fence East to accommodate right of way setback. The plan is to kill area with glyphosate in the spring. The area will be tilled then planted with buckwheat to choke out weeds. In fall the buckwheat will be harvested and the pollinator seed mix will be dormant seeded then. The area will be visible to neighbors giving it high outreach potential. The homeowners plan to expand area in the future.

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





Buechel Pollinator Habitat

1716 Redhawk Way
Mayer, MN 55360

Practice:

Pollinator Habitat, Turf Replacement

Benefits:

- Improves infiltration
- Provides Pollinator Habitat
- Familiarizes the community with our work and pollinators

Size:

1,865 SF

Watershed:

CCWMO

Installation:

Spring 2020

Cost Estimate:

\$1,979.80

Award

Recommendation

\$1,000



Project Description:

Homeowner plans on creating and expanding existing plant beds. They will use a diverse mixture of native plants that will attract and shelter pollinators. The areas will be stripped of sod, edged, and mulched. Native shrub screenings will also be incorporated in the planting. The location has excellent outreach potential as there is a lot of areas that could be converted into pollinator plantings.

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VonBerge Pollinator Habitat

2224 Coldwater Crossing
Mayer, MN 55360

Practice:

Pollinator Habitat, Turf Replacement

Benefits:

- Improves infiltration
- Provides Pollinator Habitat
- Familiarizes the community with our work and pollinators

Size:

1,260 SF

Watershed:

CCWMO

Installation:

Spring 2020

Cost Estimate:

\$1,359

Award

Recommendation

\$1,000



Project Description:

The homeowners will be removing approximately 1,260 SF of turf with a sod cutter and replacing the turf with native plant plugs and mulch. The plugs will help support local pollinators. They will have at least 2 blooming species each season. **(Recommend increasing number of blooming species)**. The homeowners have experience with maintenance of native plantings. The location is ideal as it is in an area where turf is the main surface. This project will be a great outreach project for local homeowners in developments.

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