



**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 deadline 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>

Carver Soil & Water Conservation District
Treasurer's Report
As of March 31, 2020

Date	Num	Name	Memo	Debit	Credit	Balance
1000 Checking-Security Bank						19,310.34
03/02/2020	3145	MASWCD	VOID: Legislative Briefing CANCELED	0.00		19,310.34
03/02/2020	3146	Carver Co.	RCBCWD Signs		1,181.50	18,128.84
03/10/2020			Funds Transfer-242910100	25,000.00		43,128.84
03/10/2020			Deposit-Trees	730.00		43,858.84
03/11/2020	3150	Carver County	Employee Flex		208.50	43,650.34
03/11/2020	3147	Carver Co.	Fuel for Vehicles		158.87	43,491.47
03/11/2020	3148	Cardmember Services	1335		317.05	43,174.42
03/11/2020	3149	Culligan Bottled Water	114-09979618-6		44.95	43,129.47
03/12/2020		QuickBooks Payroll Service	Created by Payroll Service on 03/09/2020		14,345.47	28,784.00
03/13/2020	DD0223	Brockoff, Felicia L.	Direct Deposit	0.00		28,784.00
03/13/2020	DD0224	Datres, Benjamin R.	Direct Deposit	0.00		28,784.00
03/13/2020	DD0225	Finke, Aaron P.	Direct Deposit	0.00		28,784.00
03/13/2020	DD0226	Hentges, Pernel J.	Direct Deposit	0.00		28,784.00
03/13/2020	DD0227	Meiller, Terry J.	Direct Deposit	0.00		28,784.00
03/13/2020	DD0228	Ristow, Seth E.	Direct Deposit	0.00		28,784.00
03/13/2020	DD0229	Wanous, Richard M.	Direct Deposit	0.00		28,784.00
03/13/2020	EFT-141	HSA Bank	41-1385530		1,026.95	27,757.05
03/13/2020	EFT-142	Minnesota Revenue	7694248		932.00	26,825.05
03/13/2020	EFT-143	MSRS	Employee Elective		90.00	26,735.05
03/13/2020	EFT-144	PERA	9103-00		3,018.33	23,716.72
03/13/2020	EFT-145	United States Treasury	41-1385530		4,906.64	18,810.08
03/17/2020	3151	Tree Refunds Payable	Refund (out of Hazelnut)		40.00	18,770.08
03/17/2020	3152	Frontier Precision, Inc.	M219973		160.25	18,609.83
03/18/2020			Funds Transfer-	30,000.00		48,609.83
03/19/2020	3153	Carver County	March Insurance Premium		8,504.36	40,105.47
03/19/2020	3154	HSA Bank	#W219430 February Fees		12.50	40,092.97
03/19/2020			Deposit-Trees	650.00		40,742.97
03/25/2020			Deposit-Trees	245.00		40,987.97
03/30/2020		QuickBooks Payroll Service	Created by Payroll Service on 03/17/2020		14,345.77	26,642.20
03/31/2020	DD0230	Brockoff, Felicia L.	Direct Deposit	0.00		26,642.20
03/31/2020	DD0231	Datres, Benjamin R.	Direct Deposit	0.00		26,642.20
03/31/2020	DD0232	Finke, Aaron P.	Direct Deposit	0.00		26,642.20
03/31/2020	DD0233	Hentges, Pernel J.	Direct Deposit	0.00		26,642.20
03/31/2020	DD0234	Meiller, Terry J.	Direct Deposit	0.00		26,642.20
03/31/2020	DD0235	Ristow, Seth E.	Direct Deposit	0.00		26,642.20
03/31/2020	DD0236	Wanous, Richard M.	Direct Deposit	0.00		26,642.20
03/31/2020	EFT-146	HSA Bank	41-1385530		1,026.95	25,615.25
03/31/2020	EFT-147	Minnesota Revenue	7694248		932.00	24,683.25
03/31/2020	EFT-148	MSRS	Employee Elective		90.00	24,593.25
03/31/2020	EFT-149	PERA	9103-00		3,018.33	21,574.92
03/31/2020	EFT-150	United States Treasury	41-1385530		4,906.64	16,668.28
03/31/2020			Interest	1.91		16,670.19
Total 1000 Checking-Security Bank				56,626.91	59,267.06	16,670.19
1100 Savings-Security Bank						295,921.30
03/10/2020			Funds Transfer-242910100		25,000.00	270,921.30
03/10/2020			Deposit-CREP Work Orders & Title Reimb.	10,819.50		281,740.80
03/13/2020			Deposit-CREP Work Order	3,000.00		284,740.80
03/18/2020			Funds Transfer-243852580		30,000.00	254,740.80
03/20/2020			2019 Easement Delivery	3,750.00		258,490.80
03/31/2020			Interest	145.75		258,636.55
Total 1100 Savings-Security Bank				17,715.25	55,000.00	258,636.55
1150 Savings Citizens NYA						78,687.04
03/31/2020			Interest	21.02		78,708.06
Total 1150 Savings Citizens NYA				21.02	0.00	78,708.06
1200 Investments CD's						460,522.98
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 March 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
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						460,522.98
TOTAL				74,363.18	114,267.06	814,537.78



Serving Carver
County Since
1946

11360 Hwy. 212, Suite 6
Cologne, MN 55322
Phone: 952.466.5230
Fax: 952.466.2070
<http://www.co.carver.mn.us/SWCD>

Treasurer's Monthly Report Program Summary - March 2020

<u>Funds</u>	Cash Balance <u>2/28/2020</u>	<u>Receipts</u>	<u>Disbursements</u>	Cash Balance <u>3/31/2020</u>
BWSR Buffer Implementation	\$14,806.98		\$2,294.88	\$12,512.10
BWSR District Capacity	\$221,211.66		\$14,070.61	\$207,141.05
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	\$18,980.79			\$18,980.79
County	\$19,153.71		\$19,153.71	\$0.00
District	\$464,568.39	\$19,363.18	\$23,747.86	\$460,183.71
District Escrow	\$54,210.00			\$54,210.00
TOTAL	\$854,441.66	\$19,363.18	\$59,267.06	\$814,537.78
<u>Use of Cash</u>				
Certificates of Deposit	\$460,522.98			\$460,522.98
Checking - Security Bank	\$19,310.34	\$56,626.91	\$59,267.06	\$16,670.19
Savings - Security Bank	\$295,921.30	\$17,715.25	\$55,000.00	\$258,636.55
Savings - Citizens NYA	\$78,687.04	\$21.02		\$78,708.06
TOTAL	\$854,441.66	\$74,363.18	\$114,267.06	\$814,537.78

Carver SWCD Board Treasurer

4/16/2020

Date

Carver Soil & Water Conservation District
Balance Sheet
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 Checking-Security Bank	16,670.19
1100 Savings-Security Bank	258,636.55
1150 Savings Citizens NYA	78,708.06
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	814,537.78
Accounts Receivable	
1300 Accounts Receivable	6,928.50
Total Accounts Receivable	6,928.50
Other Current Assets	
1350 Interest Receivable	726.78
Total Other Current Assets	726.78
Total Current Assets	822,193.06
TOTAL ASSETS	822,193.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2300 Sales Tax Payable	568.14
Unearned-Deferred Revenue	
2402 Buffer Implementation	12,512.10
2403 CD 6 BMP Grant	18,980.79
2405 Cost-Share	50,245.51
2406 District Capacity Funds	207,141.05
2407 DRAP C/S	11,264.62
Total 2400 Unearned-Deferred Revenue	300,144.07
Total Other Current Liabilities	300,712.21
Total Current Liabilities	300,712.21
Total Liabilities	300,712.21
Equity	
3000 FUND BALANCE	547,524.11
Net Income	-26,043.26
Total Equity	521,480.85
TOTAL LIABILITIES & EQUITY	822,193.06

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

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
Income				
4000 Intergovernmental County				
4010 Annual Allocation	124,311.50	496,575.00	-372,263.50	25.0%
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	124,311.50	524,075.00	-399,763.50	23.7%
4100 Intergovernmental Local				
4110 Cities, WD, LGU Revenue	0.00	20,000.00	-20,000.00	0.0%
4120 MCD, MACD Revenue	5,412.67	15,000.00	-9,587.33	36.1%
Total 4100 Intergovernmental Local	5,412.67	35,000.00	-29,587.33	15.5%
4200 Intergovernmental State				
4202 Buffer Implementation	5,100.03			
4203 CD 6 BMP Grant	-29,393.21			
4206 District Capacity Funds	24,824.29			
4207 DRAP C/S	13,314.68			
4208 Easement Reimbursements	17,569.50			
4209 FBA Grant (CREP Outreach)	16,717.00			
4200 Intergovernmental State - Other	0.00	343,500.00	-343,500.00	0.0%
Total 4200 Intergovernmental State	48,132.29	343,500.00	-295,367.71	14.0%
4300 Charges for Services				
4310 Envirothon Coordination	0.00	3,000.00	-3,000.00	0.0%
4320 Great Plains Drill Rental	0.00	3,000.00	-3,000.00	0.0%
4330 Tree & Native Seed Sales	9,792.76	12,000.00	-2,207.24	81.6%
Total 4300 Charges for Services	9,792.76	18,000.00	-8,207.24	54.4%
4400 Interest Earnings	0.00	5,000.00	-5,000.00	0.0%
4500 Miscellaneous Revenues				
4520 Misc. Reimbursable Items	1,181.50			
4500 Miscellaneous Revenues - Other	0.00	5,000.00	-5,000.00	0.0%
Total 4500 Miscellaneous Revenues	1,181.50	5,000.00	-3,818.50	23.6%
Total Income	188,830.72	930,575.00	-741,744.28	20.3%
Expense				
5000 District Operations				
5100 Personnel Services				
5101 Payroll Expenses	133,084.18	463,552.00	-330,467.82	28.7%
5102 Payroll Fees	51.00	600.00	-549.00	8.5%
5103 SWCD - FICA/Medicare	9,315.98	35,462.00	-26,146.02	26.3%
5104 SWCD - Insurance Ben.	20,896.57	75,000.00	-54,103.43	27.9%
5105 SWCD - PERA & DCP	9,768.33	34,766.00	-24,997.67	28.1%
5100 Personnel Services - Other	-17,968.51			
Total 5100 Personnel Services	155,147.55	609,380.00	-454,232.45	25.5%

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

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
5200 Other Services & Charges				
5201 Dues	5,499.03	7,500.00	-2,000.97	73.3%
5202 Education & Promotion	102.88	2,500.00	-2,397.12	4.1%
5203 Employee Expense	2,759.83	5,000.00	-2,240.17	55.2%
5204 Equipment Repairs	0.00	2,500.00	-2,500.00	0.0%
5205 MCIT Insurance Coverage	11,971.00	12,500.00	-529.00	95.8%
5206 Mileage	32.48	2,000.00	-1,967.52	1.6%
5207 Office Expenses, Misc.	507.41	11,000.00	-10,492.59	4.6%
5208 Professional Services	119.00	3,500.00	-3,381.00	3.4%
5209 Supervisor Expenses	0.00	3,000.00	-3,000.00	0.0%
5220 Vehicle/Equipment Expenses				
1410 [2015 GMC 1500]	103.18			
1714 [2018 Ford Explorer]	104.54			
4401 [2001 Ford Ranger]	19.25			
4403 [2004 F0250 MnDOT]	162.59			
5220 Vehicle/Equipment Expenses - Other	<u>605.73</u>	<u>8,000.00</u>	<u>-7,394.27</u>	<u>7.6%</u>
Total 5220 Vehicle/Equipment Expenses	<u>995.29</u>	<u>8,000.00</u>	<u>-7,004.71</u>	<u>12.4%</u>
Total 5200 Other Services & Charges	<u>21,986.92</u>	<u>57,500.00</u>	<u>-35,513.08</u>	<u>38.2%</u>
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>177,212.79</u>	<u>710,380.00</u>	<u>-533,167.21</u>	<u>24.9%</u>
5500 Project Expenses				
5510 District Projects				
5511 CCCMO Project Expenses	0.00	45,000.00	-45,000.00	0.0%
5512 Ditches/Other Co. Depts.	0.00	1,500.00	-1,500.00	0.0%
5513 ETA/Misc. MCD Reimb.	2,206.50	20,000.00	-17,793.50	11.0%
5514 Tree Program Expenses	0.00	10,000.00	-10,000.00	0.0%
5515 MISC LGU Reimb. Items	<u>1,181.50</u>			
Total 5510 District Projects	<u>3,388.00</u>	<u>76,500.00</u>	<u>-73,112.00</u>	<u>4.4%</u>
5520 State Projects				
5521 Cost-Share Projects	13,314.68			
5522 District Capacity				
5522.01 Cover Crop Incentive	<u>2,990.00</u>			
Total 5522 District Capacity	<u>2,990.00</u>			
5525 Farm Bill Technician	17,968.51			
5520 State Projects - Other	<u>0.00</u>	<u>143,695.00</u>	<u>-143,695.00</u>	<u>0.0%</u>
Total 5520 State Projects	<u>34,273.19</u>	<u>143,695.00</u>	<u>-109,421.81</u>	<u>23.9%</u>
Total 5500 Project Expenses	<u>37,661.19</u>	<u>220,195.00</u>	<u>-182,533.81</u>	<u>17.1%</u>
Total Expense	<u>214,873.98</u>	<u>930,575.00</u>	<u>-715,701.02</u>	<u>23.1%</u>
Net Income	<u><u>-26,043.26</u></u>	<u><u>0.00</u></u>	<u><u>-26,043.26</u></u>	<u><u>100.0%</u></u>



REQUEST FOR BOARD ACTION

Consent Agenda

Meeting Date: April 16, 2020

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Approve adding *Landscape Restoration Specialist* to the current Classification Plan at a Grade 5. Promote Seth Ristow to *Landscape Restoration Specialist* with a 7% increase to his current rate of pay.

SUMMARY:

The Personnel Committee reviewed the *Landscape Restoration Specialist* position description on March 11. Seth Ristow has worked for Carver SWCD for 4.1 years with 18 months of prior experience with Ramsey Conservation District. During this time, Seth has taken on new responsibilities and coordination/leadership roles with our new Pollinator Program and services provided to partner watershed management entities (RPBCWD, CCWMO, LMRWD).

Similar positions in the greater 11 county metro area compensate comparable to the proposed Compensation Grade 5 (\$28.68 - \$43.02 per hour).

The Personnel Committee recommended approval of the position description, financial impact was not available during that meeting.

STAFF RECOMMENDATION:

The District Manager recommends approval. We have had a lot of turnover in this position in the past to other organizations that have offered higher compensation.

EXPLANATION OF FISCAL/FTE IMPACT:

Current hourly rate = \$27.92, new rate = \$29.87

Total impact for remainder of 2020 = \$2,863.84

Time can be charged back to the District Capacity pollinator program to help offset costs.

Supporting Documents:

Landscape Restoration Specialist description (next page)

Previous Board Action:

Feb. 20 discussion – refer to personnel committee



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.



REQUEST FOR BOARD ACTION

Consent Agenda

Meeting Date: April 16, 2020

Prepared by: Mike Wanous

PURPOSE/ACTION REQUESTED:

Approval of the following new policies:

- Mobile Device Reimbursement
- Outdoor Apparel Allowance
- Field staff and safe work practices
- Health Incentive

SUMMARY:

These proposed policies (minus the "*Field staff and safe work practices*") were discussed during the February Board meeting with direction from the Board to have the Personnel Committee review and provide recommendation.

The Personnel Committee met on March 11 to review the policies. Minor edits were made to the *Outdoor Apparel Allowance* to address the items that would be covered. The addition of *Field staff and safe work practices* was added to document that staff need to follow appropriate safety protocols while in the presence of heavy equipment. The Committee recommends approval of the new policies, with the conversion to Paid Time Off (PTO) to be implemented in January 2021 (additional action at a board meeting in late 2020).

STAFF RECOMMENDATION:

Staff recommends approval of the new policies.

EXPLANATION OF FISCAL/FTE IMPACT:

\$4,120 max for 2020 (included in current budget – expense line item 5207)

Supporting Documents:

New Policies for consideration in 2020 (next page)

Previous Board Action:

Feb 20 – refer to Personnel

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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REQUEST FOR BOARD ACTION

Consent Agenda

Meeting Date: April 16, 2020

Prepared by: Felicia Brockoff

PURPOSE/ACTION REQUESTED:

Tyler Meuleners with Meuleners Farms Corp. has requested an AgBMP Loan for \$100,000 to add a solar panel system to reduce their need for energy produced by coal and other sources. MDA has confirmed, that *“projects that reduce thermo generation of electricity”* are eligible to be funded under the AgBMP program.

SUMMARY:

Over the past 10 years, there have been 8 AgBMP applications approved by the SWCD Board, totaling \$309,035.18. There has not been a high demand for using the AgBMP funds. If our funding runs low, there is a pool of funds from all of Minnesota, that can be used for future projects.

STAFF RECOMMENDATION:

This is a loan program, which will be paid back. The project is an approved project under MDA, and a few other projects have already been funded in Minnesota using the AgBMP loan funds. There are funds available, so staff recommends approval.

EXPLANATION OF FISCAL/FTE IMPACT:

No fiscal impacts to the SWCD, this is only to approve the practice is eligible for AgBMP funding.

Supporting Documents:

Meuleners Application next page.

Previous Board Action:

None



Minnesota Department of Agriculture
 625 Robert St. N., St. Paul, MN 55155-6120
www.mda.state.mn.us/agbmploans

Agricultural Best Management Practices Loan Program 651-201-6618 Fax: 651-201-6109 email: AgBMP.Loans@state.mn.us

AgBMP LOAN APPLICATION

County: _____

Borrower Information: (Required for all applications) (One) First Name: _____ (One) Last Name: _____ (optional) Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Project Information: On a Farm: Non-Farm:

If using PLS, write in T/R/S and mark where the project or practice in on the Section Map.
 Or fill in a Latitude and Longitude of a point on the property near the project or practice.
 (Please get us within a few acres of where the project or practice resides if you can.)

Brief description of what will be purchased or constructed and how it helps water quality: _____

Well Eligibility Does this project implement Drinking Water Standards?
 Does this project eliminate Groundwater Pollution?

Is this application for a city, town, or other municipality?
 Is this application for a facility with an Industrial Waste Permit?

PLS
 Township #: _____
 Range: _____
 Section : _____
 -----OR-----
 Latitude: _____ Longitude: _____
 -----OR-----
 Pin or Parcel #: _____

LOCAL GOVERNMENT APPROVAL (If Pin or Parcel # is used no punctuation marks, county code, or spaces allowed.)

Approved Loan Amount	\$ _____	
Estimated Total Project Cost (all sources)	\$ _____	
Animal Units <small>(Feedlot improvements or manure handling equipment for facilities > 1000 AU that are not in the Mississippi watershed are ineligible)</small>	Beginning: _____	Ending: _____
Primary Livestock	<input type="checkbox"/> Dairy <input type="checkbox"/> Beef <input type="checkbox"/> Swine <input type="checkbox"/> Other:	
Primary Crops:	Conservation Tillage Acres AFTER Project: _____	Total Acres Farmed: _____
Approval Expiration and Other Restrictions	_____	

Project Approved by: _____ Date: _____

Project Completion Certified by (OPTIONAL): _____ Date: _____

(LGU's please email this fillable PDF form to the borrowers chosen lender.)
 (Most lender contact e-mails address can be found on the AgBMP mapping tool; click [LENDER CONTACTS LIST](#) to find your lender email)

LENDER INFORMATION & LOAN TERMS

AgBMP Loan Request	\$ _____	Check if Local Revolving Funds are used: <input type="checkbox"/> <small>Funds will not be disbursed if checked.</small>
(Optional) Additional Request #	\$ _____	Initials: _____ Date: _____
Number of payments per year:	_____	
Total Number of Payments:	_____	
Interest rate (if other 3%):	% _____	(Optional) Balloon Payment Date: _____
Lender Organization Name	_____	
Lender Address	_____	
Lender Signature:	Date: _____	

Attach copies of the invoices provided by the borrower that support the request for disbursement.
 Please Email fillable PDF and Attachments to: AgBMP.Loans@state.mn.us



REQUEST FOR BOARD ACTION

Consent Agenda

Meeting Date: April 16, 2020

Prepared by: Mike Wanous/Seth Ristow

PURPOSE/ACTION REQUESTED:

Authorized approval of 5 pollinator cost-share applications.

SUMMARY:

Seth has worked with the following applicants for the Pollinator cost-share program:

- Brueggemeier - \$853.30 Cost-Share assistance
- Buechel - \$1,000 Cost-Share assistance
- VonBerge - \$1,000 Cost-Share assistance
- Bluff Creek Trail (City of Chanhassen) - \$5,000 Cost-Share assistance
- Overton - \$1,000 Cost-Share assistance

Fact sheets for each project are on the following pages.

STAFF RECOMMENDATION:

Staff recommends approval of the pollinator cost-share applications.

EXPLANATION OF FISCAL/FTE IMPACT:

Project funding for the cost-share will come from the District Capacity – Pollinator funding pool. \$20,000 of cost-share funding is available in the 2020 District Capacity grant.

Supporting Documents:

Fact sheets on the following 5 pages

Previous Board Action:

None



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

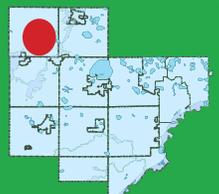
\$853.50



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
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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

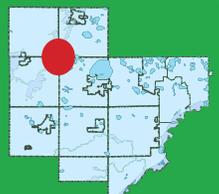
\$1,000



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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Bluff Creek Trail Pollinator Habitat

Bluff Creek Trail
Chanhausen, MN

Practice:

Pollinator Habitat, Turf Replacement

Benefits:

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

Size:

1.1 Acres

Watershed:

RPBCWD

Installation:

Spring 2020

Cost Estimate:

\$11,395

Award

Recommendation

\$5,000



Project Description:

The proposed site for the pollinator habitat project is in the Bluff Creek Preserve, which is owned by the City of Chanhausen and is a 36-acre natural area at the headwaters of Bluff Creek. Bluff Creek Preserve is bordered on three sides by residential developments and on the west by Highway 41. A city trail loops through the park property. At one of the southern trail entrances, an acre of mown turf covers a small rise that is adjacent to the trail and the Arboretum Village development. The city is proposing to convert the turf to a pollinator meadow with trees and shrubs. The conversion would enhance the area by providing a welcoming entrance to the trail system and high quality habitat and reduce the amount of mechanical and chemical maintenance applied to the turf area. The resulting habitat would add much-needed plant diversity.

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Overton Pollinator Habitat

905 Hickory Curve
Watertown, MN

Practice:

Pollinator Habitat, Pond Buffer, Turf Replacement

Benefits:

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

Size:

6,500 SF

Watershed:

CCWMO

Installation:

Summer 2020

Cost Estimate:

\$2,871

Award

Recommendation

\$1,000



Project Description:

New homeowner wants to replace 6,500 SF of turf along a storm pond with native pollinator planting. Currently the home is under construction by the developer. The homeowner is a native plant restoration professional and plans to do all the work themselves.

The area will be killed off twice to properly prepare area for seeding. Area will be planted in mid June with a grass forb mix and cover crop. Once established the homeowner will install additional forb plugs and shrubs.

This project is a great example of what can be done in a new development and may inspire surrounding neighbors to get rid of their unused turf spaces. Additionally the planting will increase buffer width around an existing storm pond.

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NRCS Carver County Updates

- 3 FY2020 EQIP applications in Carver County, FO staff is working on the EQIP workload prioritization worksheets, EQIP pivot tables, and assessments
- May 29, 2020 application deadline for CSP general sign-up, currently 1 application for Carver
- FO staff have been certifying practices and Chris has been approving payments for completed practices
- We are working on EQIP and CSP modifications as needed
- All 2019 annual CSP payments complete for Carver County
- CRP sign-up started December 9, general sign-up ended February 28, continuous on-going, accepted general CRP list is out, FSA has mailed letters to applicants
- NRCS staff currently participating in multiple meetings, trainings, and teleconferences
- Chris had a team lead meeting with Rick Berscheid, Assistant State Conservationist for Field Operations April 1
- Chris has completed all mid-year reviews for his staff
- MN NRCS is operating under a level 2 due to COVID-19, which means all staff are teleworking and 1 NRCS staff in the office for phones each day and no public allowed in the building, currently through May 1, Penny Peters from the area office staff is the only NRCS staff in the Waconia FO under this order until further notice
- In order to attain consistency across MN, there are going to be some adjustments to SWCD point of contacts and attendance of SWCD board meetings by NRCS staff, Steve Breaker will now be the Carver SWCD POC and will attend the board meetings and Chris will attend the meetings 1/quarter
- Carver LWG meeting is not scheduled yet, must be held by July 31, 2020

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.
- COVID-19 situation (planning and responding to the ever-changing situation)
- Several reports of high-water issues and drainage problems.
- Watertown wetland bank – land transfer issues, final walk through of construction, banking report forms needed for credits.

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. Completed all quarter end reports for MN Dept. of Revenue, IRS, and MNUJ.
- Administrative: Minutes from the February Board meeting. Reviewed timesheets for employees, updated leave amounts. March & April Agenda packets put together and posted on website. Staff meeting. Tested a conference call meeting option for March Board meeting after getting info from County, however it was canceled due to COVID-19.
- Trees: Continuing to take tree orders, running out of a lot of stock. Emailed all customers who provided email address explaining we won't sell trees at handout this year. Some added more to their orders. Prepared all the tree tags for handout day, double checked spreadsheet with orders and tags.
- Envirothon: Assisting Judy to try and find Forestry Presenters for state event. Formatting questions for metro Envirothon. Due to COVID-19, the Metro, State and National events have all been canceled – no Forestry presenter needed!

Chip Hentges – Conservation Technician

All construction sites are still operating and in full swing. Completing Stormwater Inspection's on project sites. Have been in communication with Waconia, Chanhassen, and Chaska City staff and completing inspections on problem sites. Attending weekly meetings (outdoors) and have done joint inspections with MnDOT staff. Work has been routine and has not been hampered by the shutdown. All has been good.

Pre-Construction Meetings:

Projects Started:

- USS Hancock Solar – project has started -continuous
- TH 101 Road – De-watering and muck excavation taking place
- TH41 Lyman Blvd (18) – Work has started

- Watertown wetland restoration project is completed with a punch list to be completed.
- Punch list items for the Waconia Street project – Walk through with Craig and Robert Porter/

PLAN REVEIWS:

- Shepherd of the Hill – Chaska Housing complex at a church – on-going
- Dell Web – Chaska Housing Development – on going
- Interlaken 8th – Waconia Housing Development- on going
- Winkler Crossing 3rd – Cologne Housing Development- on going
- QualiTech Expansion – Chaska Commercial Building – on going
- Lundquist Pit – on going, met on site to discuss tracking issues and how to come up with a solution.

Terry Meiller – District Technician

- CREP: MN CREP Contractor Meeting in Hutchinson. Meeting/phone calls with FSA to review and determine Kreye, Beier and Lynch 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, field visits). Burn plan writing/sent to DNR for spring permits.
- CD10 CWF: Construction staking for Grimm side inlets.
- Misc: Site visits @ Camden streambank site (meeting with contractor/Contractor service agreement). LRRWRP Webinar (wetland banking). Envirothon Wildlife questions. Great Plains Drill delivery.

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
 - o Issued restoration order
- WCA-Complaint investigation of fill and excavation in Carver.
- WCA-TEP meeting for wetland bank in Watertown Twsp.
- 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

- Began process with DNR of converting farm field in seminary to native planting (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 and RPBCWD Stewardship Grant Program
- Worked with RPBCWD on revising cost share program and designed construction detail templates
- Participated in WMO's weekly plan review meetings and reviewed planting portions of projects
- Conducted site visits/consultations for RPBCWD Stewardship Grant program
- Helped B of RPBCWD hold an open house on their Stewardship Grant Program
- Attended trainings (SWA, Pollinator Friendly Solar Sites)
- Reviewed 22 research proposals as part of the Minnesota Stormwater Research Council. Then deliberated with fellow board members on who should receive funding.
- Met with residents to discuss erosion issues and solutions on Bent Creek in Waconia

Ben Datres – Farm Bill Technician

- CREP Projects:
 - o Pat Beier- Reimbursement coming
 - o Kreye/McGenney- ""
 - o Cheri Johnson- Repair work and seeding needed
 - o Cheri Johnson #2- Coordinating with Ron Olson for construction
 - o Mike Lynch – Compiled cost-share voucher, follow up on FSA amount.
 - o Jim Dvorak- Waiting on boundary change approval from FSA
 - o Lundborg- Accepted.
- CREP application for Woodhill farms completed and submitted
- CREP - Working with landowner on a potential application for April
- CREP - identifying potential projects on GIS for outreach
- CREP webinar for upcoming sign up's
- Buffers - Starting to implement the plan to reach 100% compliance.
- CRP assistance for those with contracts expiring
- Grass Waterway EFT training
- Landowner assistance with district programs
- Facebook page- posting updates, upcoming events etc.