



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, January 3, 2019

9:00 a.m.

4100 220th Street, Suite 102
Farmington, Minnesota

Board Members Present:

Laura Zanmiller, Chair
Kevin Chamberlain, Vice Chair
Chelsea Skog, Secretary
Jayne Hager Dee, Treasurer
Bruce Johnson, Public Relations

SWCD Staff Present:

Brian Watson
Lana Rotty
Curt Coudron

Others Present:

Linda Becker, Dakota County

1. Call to Order

Chair Zanmiller called the meeting to order at 9:05 a.m. A quorum was present.

2. Pledge of Allegiance

Chair Zanmiller led the Board of Supervisors in the Pledge of Allegiance.

3. Administration of Oath of Office

Linda Becker, Dakota County Elections Office, was present to administer and notarize the Official Oath of Office for each Supervisor. Jayne Hager Dee (District 5) and Bruce Johnson (District 4), each respectively, agreed to, and signed the Oath of Office.

4. Election of 2019 Officers

Chair Zanmiller opened the floor for nominations for Chair.

19.001 Motion by Chamberlain, second by Dee that all Officer Positions remain the same for the 2019 year. All members voting in favor. Motion carried.

5. Audience

Chair Zanmiller asked if there was anyone in the audience that wished to address the board on an item that is not on the agenda. No one appeared.

6. Approval of Agenda

A new agenda was distributed prior to the meeting.

19.002 Motion by Dee, second by Johnson to approve the agenda as presented. All members voting in favor. Motion carried.

CONSENT AGENDA

- 7. Designation of 2019 Financial Depositories as Castle Rock Bank and Vermillion State Bank**
Designate the Castle Rock Bank as the primary savings and checking account and to designate the Vermillion State Bank as secondary savings and checking account.
- 8. Designation of 2019 Official Newspaper**
Designate the Farmington Rosemount Independent Town Pages as the official newspaper for 2018.
- 9. Amendment of District Board Operating Rules and Guidelines**
Adopt amendments to the Board Operating Rules as presented.
- 10. Approve 2019 Membership Dues**
Metropolitan Conservation Districts Joint Powers Board \$1,000.
Minnesota Association of Soil and Water Conservation Districts \$400 (Area/Estimated) and \$4,848.91 (State).
National Association of Conservation Districts \$775.

19.003 Motion by Chamberlain, second by Dee to approve the consent agenda items. All members voting in favor. Motion carried.

REGULAR AGENDA

- 11. Secretary's Report – December 20, 2018 Board Meeting Minutes**
19.004 Motion by Skog, second by Johnson to approve the December 20, 2018 Meeting Minutes. All members voting in favor. Motion carried.
- 12. Treasurer's Report**
 - 12.1 January 3, 2019 Accounts Payable**
19.005 Motion by Dee, second by Johnson to approve the January 3, 2019 Accounts Payable. Members voting in favor: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.
 - 12.2 Authorization to Enter into Engagement Letter with Peterson Company Ltd. for Conducting 2017 Financial Audit**
Watson stated that based on the District's annual revenue, we are statutorily required to conduct a financial audit each year. The audit needs to be submitted to the Office of the State Auditor in draft form, and when approved, sent to the Minnesota Board of Water and Soil Resources (BWSR). He further stated that we have received a cost estimate of \$3,500 from Peterson Company Ltd. to perform the audit.
19.006 Motion by Dee, second by Chamberlain to enter into letter of engagement with Peterson Company, Ltd to conduct the fiscal year 2018 Financial Audit at a cost not to exceed \$3,500. All members voting yes. Motion carried.
- 13. Committee of the Whole**
 - 13.1 Authorization to Execute Agreement with the Vermillion River Watershed Joint Powers Organization for Services**
Watson stated staff has been working with the Vermillion River Watershed Joint Powers Organization (VRWJPO) to draft a work plan and budget for 2019 services. The work plan and budget includes the following tasks; evaluation and policy, feasibility studies, capital improvement projects, public outreach and

communication, inventories and assessments, and water monitoring. He noted that one additional landscaping for clean water workshop was added and up to five in-classroom presentations for K-12 were added to the work plan.

The work plan and budget includes a total agreement amount not to exceed \$257,000 which is an increase of \$5,600 from last year. The Vermillion River Watershed Joint Powers Board is anticipated to approve the work plan and budget at their January 24th meeting.

19.007 Motion by Chamberlain, second by Johnson to approve and authorize execution of the 2019 Work Plan and Budget with the Vermillion River Watershed Joint Power Organization. All members voting yes. Motion carried.

13.2 Establish Board Committees and Assignments

Watson stated that each year we assign SWCD Board members to various organizations and internal committees. After reviewing the current list of committees, an Education and Outreach committee was added. Assignments were also reviewed and updated as follows:

<u>Committee</u>	<u>Member</u> (Primary)	<u>Member</u> (Alternate)
Community Development.....	Laura Zanmiller	Chelsea Skog
Education and Outreach	Jayne Hager Dee	Chelsea Skog
Finance	Jayne Hager Dee	Bruce Johnson
Personnel	Laura Zanmiller	Kevin Chamberlain
Rural Land	Kevin Chamberlain	Jayne Hager Dee
<u>Assignment</u>	<u>Primary</u>	<u>Alternate</u>
Metropolitan Joint Powers Board	Laura Zanmiller	Chelsea Skog
Legislative Assignment.....	Jayne Hager Dee	Chelsea Skog
NRCS Local Work Group.....	Kevin Chamberlain	Jayne Hager Dee
Cannon River, One Watershed One Plan	Kevin Chamberlain	Jayne Hager Dee

With the review of the Legislative assignment, Dee noted that the MASWCD Legislative Briefing is scheduled for Tuesday, March 5 and the Day at the Capitol will follow on Wednesday, March 6. This is a change from the usual Monday, Tuesday scheduling of that event.

19.008 Motion by Chamberlain, second by Johnson to approve the 2019 SWCD Board Committees and Assignments as listed above. All members voting in favor. Motion carried.

14. Interagency Reports and Announcements

Natural Resources Conservation Service

There was no Natural Resources Conservation Services (NRCS) agency report provided. However, Watson stated that he met with Wohlers last week and had a chance to see the new office space. He further stated that they discussed the possibilities of piggy-backing contract funding for landowners. He and Coudron will follow up to see if it could work with current programs and guidelines.

Dakota County

There was no Dakota County report provided.

Minnesota Association of Soil and Water Conservation Districts

There was no Minnesota Association of Soil and Water Conservation Districts (MASWCD) report.

Metropolitan Conservation Districts Joint Powers Board

There was no Metropolitan Conservation Districts Joint Powers report provided.

Cannon River One Watershed, One Plan Policy Committee

Watson reported that the Cannon River One Watershed, One Plan Policy Committee will be meeting January 23.

District Managers Report

Watson stated that annual performance reviews with staff are being completed and they should be finalized soon.

Board of Supervisors Report

There no Board of Supervisor reports.

15. Upcoming Meetings and Events

The upcoming events were reviewed. Watson added that the next Board meeting will be Thursday, February 7 at 9:00 a.m.

16. Closed Executive Session

16.1 Conduct Annual Performance Review of District Manager

19.009 Motion by Chamberlain, second by Johnson to enter into closed session. All members voting yes. Motion carried.

19.010 Motion by Chamberlain, second by Johnson to approve annual performance review of District Manager, as recommend by the Personnel Committee. All members voting yes. Motion carried.

19.011 Motion by Chamberlain, second by Johnson to return to open session. All members voting yes. Motion carried.

17. Adjourn

19.012 Motion by Dee, second by Johnson to adjourn the meeting. All members voting in favor. Motion carried.

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Chelsea Skog, Secretary