



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, January 4, 2018

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
Todd Matzke

Others Present:

1. Call to Order

Chair Zanmiller called the meeting to order at 9:00 a.m. A quorum was present.

2. Pledge of Allegiance

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

3. Election of Officers

Chair Zanmiller opened nominations for Chair. Dee nominated Laura Zanmiller for Chair. Zanmiller called for nominations three times.

18.001 Motion by Dee, to close nominations and cast a unanimous ballot, second by Chamberlain. All members voting in favor. Motion carried.

Chair Zanmiller opened nominations for Vice-Chair. Skog nominated Kevin Chamberlain for Vice-Chair. Zanmiller called for nominations three times.

18.002 Motion by Skog to close nominations and cast a unanimous ballot, second by Johnson. All members voting in favor. Motion carried.

Chair Zanmiller opened nominations for Treasurer. Chamberlain nominated Dee for Treasurer. Zanmiller called for nominations three times.

18.003 Motion by Chamberlain to close nominations and cast a unanimous ballot, second by Johnson. All members voting in favor. Motion carried.

Chair Zanmiller opened nominations for Secretary. Dee nominated Chelsea Skog for Secretary. Zanmiller called for nominations three times.

18.004 Motion by Dee to close nominations and cast a unanimous ballot, second by Johnson. All members voting in favor. Motion carried.

Chair Zanmiller opened nominations for Public Relations and Information Officer. Dee nominated Bruce Johnson for Public Relations and Information Officer. Zanmiller called for nominations three times.

18.005 Motion by Dee to close nominations and cast a unanimous ballot, second by Chamberlain. All members voting in favor. Motion carried.

4. 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.

5. Approval of Agenda

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

CONSENT AGENDA

6. Designation of 2018 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.

7. Designation of 2018 Official Newspaper

Designate the Farmington Rosemount Independent Town Pages as the official newspaper for 2018.

8. Amendment of District Board Operating Rules and Guidelines

Adopt amendments to the Board Operating Rules as presented.

9. Approve 2018 Membership Dues

Metropolitan Conservation Districts Joint Powers Board - \$600

Minnesota Association of Soil and Water Conservation Districts - \$300 (Area) and \$4,690.98 (State)

National Association of Conservation Districts - \$775

Dee requested that agenda item 8 be discussed under the regular agenda. Chair Zanmiller indicated that the item would be moved to the Committee of the Whole and discussed prior to agenda item 13.1.

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

REGULAR AGENDA

10. Secretary's Report – December 7, 2017 Board Meeting Minutes

18.008 Motion by Skog, second by Johnson to approve the December 7, 2017 Meeting Minutes. All members voting in favor. Motion carried.

11. Treasurer's Report - January 4, 2018 Accounts Payable

11.1 January 4, 2018 Accounts Payable

18.009 Motion by Dee, second by Johnson to approve the January 4, 2018 Accounts Payable. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

11.2 Audit Report for 2016

Watson reviewed the independent auditor's report for Year Ended December 31, 2016 as conducted by Peterson Company Ltd. He further stated there were no significant findings with the audit and no instances of noncompliance or other matters that are required to be reported to the Government Auditing Standards.

Supervisor Dee mentioned that she felt the audit should be completed in a timelier manner. Discussion followed on selection of auditors and cost.

11.3 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 \$3,250 from Peterson Company Ltd. to perform the audit. Watson then added that if the auditor is selected, they have requested to come in late January to begin the upcoming audit.

Supervisor Chamberlain commended staff on their effort with the year-end financial statements, as he cannot recall changes made to them from the auditors in the years he has been on the Board.

18.010 Motion by Dee, second by Chamberlain to enter into letter of engagement with Peterson Company, Ltd to conduct the fiscal year 2017 Financial Audit at a cost not to exceed \$3,250. All members voting yes. Motion carried.

12. Rural Lands Committee

12.1 Authorization to Provide Final Payment to Rollo Hohrman for Installation of Open Channel for Water Management and Critical Area Planting

Coudron stated that Rollo Hohrman has completed the installation of a 1,135-foot channel with a critical area planting. The project addressed erosion that was occurring in a field along an existing open channel. Sediment buildup had prevented run-off from entering the channel and was causing erosion in the field. The ridges along the channel were removed to allow runoff to enter the channel. The channel and adjacent areas were re-graded. The project area was seeded with perennial grasses and mulched. The new vegetated buffer along the channel will filter runoff and reduce future erosion. Project installation has been certified by the NRCS Area Engineer.

The project was approved for funding at the August 4, 2016 Board meeting at 75% cost share not to exceed \$9,975 based on an estimated cost of \$13,300. The final project cost was \$13,238.66.

18.011 Motion by Dee, second by Johnson to approve final payment to Rollo Hohrman for installation of open channel for water management and critical area planting in Section 25, Eureka Township, Cannon River Watershed at 75% cost share, not to exceed \$9,929. Members voting yes: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

12.2 Authorization to Provide Final Payment to Eugene Kimmes for Installation of Grassed Waterway and Critical Area Planting

Coudron stated that Eugene Kimmes has completed the installation 1,260 foot grassed waterway and a critical area planting. Project installation has been certified by the NRCS Area Engineer. Coudron added that Sediment accumulation prevented runoff from reaching the existing channel and was causing erosion in the field. The waterway reconstructed and areas adjacent to the channel were graded and seeded with perennial grasses. They added that Kimmes has two acres in the Conservation Reserve Program and has requested assistance on other land areas.

The project was approved for funding at the June 1, 2017 Board meeting at 90% cost share not to exceed \$19,710 based on an estimated cost of \$21,900. The final project cost was \$17,190.02.

Dee questioned what type of future projects. Matzke stated that there are several other options to enhance conservation on his land.

18.012 Motion by Chamberlain, second by Johnson to approve final payment to Eugene Kimmes for installation of grassed waterway and critical area planting in Section 14, Hampton Township, Cannon River Watershed at 75% cost share, not to exceed \$15,471.02. Members voting yes: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

12.3 Authorization to Provide Final Payment to Bryce Kimmes for Installation of Open Channel for Water Management and Critical Area Planting

Coudron stated that Bryce Kimmes has completed the installation of a 1400 foot grassed waterway. The concentrated flow was causing erosion through the field. A new grassed waterway was constructed and an additional 26,400 square foot area was graded and planted with perennial vegetation. He is also working with the NRCS for potential practices. This project installation has been certified by the NRCS field office staff.

The project was approved for funding at the October 5, 2017 Board meeting at 75% cost share not to exceed \$7,050 based on an estimated cost of \$9,400. The final project cost was \$3,765.98.

Dee questioned the difference in the final project cost and the cost estimate. Matzke state that the difference is because the landowner installed the erosion control blanket himself and the estimate was with a contractor.

18.013 Motion by Chamberlain, second by Johnson to approve final payment to Bryce Kimmes for installation of grassed waterway and critical are planting in Section 33, Marshan Township, Cannon River Watershed at 75% cost share, not to exceed \$2,824.49. Members voting yes: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

13. Committee of the Whole

13.1 Amendment of District Operating Rules and Guidelines (moved from Consent Agenda)

Dee asked that the Request for Board Action be corrected as this is an election year and supervisor redistricting was done in 2016 and not last year. The changes were noted and will be corrected. Watson stated the only amendments were the dates listed in the District Board Operating Rules and Guidelines.

18.014 Motion by Dee, second by Chamberlain to adopt amendments to the Board Operating Rules as presented. All members voting yes. Motion carried.

13.2 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 2018 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.

The work plan and budget includes a total agreement amount not to exceed \$251,400. The term of the agreement will be from January 1, 2018 to December 31, 2018. The Vermillion River Watershed Joint Powers Board is anticipated to approve the work plan and budget at their January 25th meeting.

18.015 Motion by Dee, second by Johnson to approve and authorize execution of the 2018 Work Plan and Budget with the Vermillion River Watershed Joint Power Organization. All members voting yes. Motion carried.

13.3 Establish Board Committees and Assignments

Watson stated that each year we assign SWCD Board members to various organizations and internal committees. We should also review the current list of committees and assignments to determine if changes are needed. We will need to review the committee list and designate assignments.

<u>Committee</u>	<u>Member</u> (Primary)	<u>Member</u> (Alternate)
Community Development.....	Laura Zanmiller	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

Dee asked if the NRCS Local Work Group met last year. Staff could not recall if a meeting was held last in early 2017 or in 2016. A NRCS Local Work Group will be held by May of 2018.

18.016 Motion by Chamberlain, second by Johnson that the 2018 SWCD Board Committees and Assignments remain the same as 2017. 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.

Dakota County

There was no Dakota County report provided.

Minnesota Association of Soil and Water Conservation Districts

Watson and Dee provided the Minnesota Association of Soil and Water Conservation Districts (MASWCD) update. Dee noted that the Legislative Briefing is scheduled for March 13 and then the Day at the Capitol is March 14. Watson distributed the 2017 Annual Report and Accomplishments report provided by MASWCD.

Metropolitan Conservation Districts Joint Powers Board

There were no Metropolitan Conservation Districts Joint Powers Board updates, as the next meeting is scheduled for February 28.

Cannon River One Watershed, One Plan Policy Committee

Watson reported that the Cannon River One Watershed, One Plan Policy Committee will be meeting next Wednesday. Topics of discussion will be priority areas of concern. The Minnesota Counties Intergovernmental Trust (MCIT) will be giving a presentation on potential operational arrangements.

15. Upcoming Meetings and Events

The upcoming events were reviewed. Watson added that the next Board meeting will be Thursday, February 1 at 9:00 a.m. Chamberlain noted that he will not be attending the February meeting.

16. District Managers Report

Watson stated that interviews for the Education and Outreach Coordinator are scheduled for this afternoon and tomorrow afternoon. There were approximately 100 applications received.

Watson distributed a flyer on the 2018 Ag Outlook Meeting that will be held on February 1 at the Almquist Farm in Hastings. He added that the Linder Farm Network will be sponsoring this event. The meetings will focus on management and marketing strategies for the coming year. Matzke and Gallagher will be attending and hosting an informational booth with Goodhue SWCD. Unfortunately the event is scheduled for the same day as our February Board meeting.

17. Closed Executive Session

17.1 Conduct Annual Performance Review of District Manager

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

18.018 Motion by Dee, second by Johnson to approve annual performance review of District Manager. All members voting yes. Motion carried.

18.019 Motion by Dee, second by Chamberlain to return to open session. All members voting yes. Motion carried.

18. Adjourn

18.020 Motion by Dee, second by Chamberlain 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