



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, January 5, 2017

8:30 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
Lindsey Albright

Others Present:

Linda Becker, Dakota County
Brad Becker, Dakota County
Michelle Wohlers, NRCS

1. Call to Order

Chair Zanmiller called the meeting to order at 8:30 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

Recently elected Supervisors Kevin Chamberlain (District 1), Laura Zanmiller (District 2), Chelsea Skog (District 3), Bruce Johnson (District 4), and Jayne Hager Dee (District 5) each respectively recited, agreed to, and signed the Oath of Office. Linda Becker, Deputy Auditor, Dakota County, was present to notarize the Official Oath of Office for each Supervisor.

4. Election of Officers

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

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

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

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

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

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

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

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

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

17.005 Motion by Chamberlain to close nominations and cast a unanimous ballot, second by Dee. 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

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

CONSENT AGENDA

7. Designation of 2017 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 2017 Official Newspaper

Designate the Farmington Rosemount Independent Town Pages as the official newspaper for 2017.

9. Amendment of District Board Operating Rules and Guidelines

Adopt amendments to the Board Operating Rules as presented.

10. Approve 2017 Membership Dues

Metropolitan Conservation Districts Joint Powers Board - \$600

Minnesota Association of Soil and Water Conservation Districts - \$300 (Area) and \$4,611.79 (State)

National Association of Conservation Districts - \$775

17.007 Motion by Chamberlain, second by Dee to approve the consent agenda. Members voting in favor: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.

REGULAR AGENDA

11. Secretary’s Report – December 19, 2016 Board Meeting Minutes

17.008 Motion by Chamberlain, second by Skog to approve the December 19, 2016 Meeting Minutes. All members voting in favor. Motion carried.

12. Treasurer’s Report - January 5, 2017 Accounts Payable

17.009 Motion by Dee, second by Chamberlain to approve the January 5, 2017 Accounts Payable. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

13. Authorization to Execute Agreement for Services with Lower Minnesota River Watershed District

Watson stated that staff has drafted and presented a 2017 work plan and budget to the Lower Minnesota River Watershed District Administrator. The work plan and budget includes technical assistance associated with monitoring groundwater levels at various fen locations. The total agreement includes a not to exceed amount of \$7,250.

17.010 Motion by Dee, second by Chamberlain to approve and authorize execution of the 2017 Work Plan and Budget with the Lower Minnesota River Watershed District. Members voting in favor: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

14. Authorization to Execute Agreement for Services with Vermillion River Watershed Joint Powers Organization

Watson stated that staff has been working with the Vermillion River Watershed Joint Powers Organization (VRWJPO) to draft a work plan and budget for 2017 services. Watson explained that the SWCD has had a long standing partnership with the VRWJPO to provide technical assistance for project implementation, outreach activities and water monitoring. This work plan and budget includes a total agreement amount not to exceed \$265,450. The Vermillion River Watershed Joint Powers Board is anticipated to approve the work plan and budget at their January 26th meeting.

17.011 Motion by Chamberlain, second by Dee to approve and authorize execution of the 2017 Work Plan and Budget with the Vermillion River Watershed Joint Power Organization. Members voting in favor: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

15. Establish Board Committees and Assignments

Watson stated that each year the Board approves a list of committees and assignments for the upcoming year. Watson reviewed the list of 2017 committees. He requested approval or changes to the list of committees. None were requested. He then requested recommendations to appoint Supervisors to the various committees and 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

17.012 Motion by Chamberlain, second by Johnson that the 2017 SWCD Board Committees and Assignments be approved as stated. All members voting in favor. Motion carried.

16. Establish Board Meeting Schedule for 2017

Watson requested a monthly meeting schedule be established for 2017. He noted that the meeting has primarily been the first Thursday of the month at either 8:30 a.m. or 9:00 a.m. He noted that for one year, the meeting was scheduled in the evening in hopes of improving public attendance. Discussion occurred.

17.013 Motion by Chamberlain, second by Dee that regular Board meetings for 2017 be scheduled for the first Thursday of the month at 8:30 a.m. All meetings are subject to change. All members voting in favor. Motion carried.

15. Interagency Reports and Announcements

Natural Resources Conservation Service

Michelle Wohler's provided the Natural Resources Conservation Services (NRCS) agency report. She introduced herself, provided brief background, and stated that their office is across the hallway. They are a Federal agency and provide planning and financial assistance to landowners with natural resource concerns. Their primary financial assistance program in Dakota County is the Environmental Quality Incentive Program (EQIP). This is a "fix-it" program for producers and landowners to help with conservation resource concerns. She noted that the State and National website has more detailed information about their programs. She welcomed the new Supervisors and encouraged them to call or ask any questions they may have. She added that by January 20th they must have all of the current EQIP conservation plans uploaded for technical review. They are currently accepting applications for the Conservation Stewardship Program. That program has been re-vamped this year, the application period ends on February 3 and they are requiring 5-year management plans from the landowners. Wohlers added that at the February meeting she will be reviewing the civil rights and equal opportunity information.

Dakota County

Brad Becker, Water Resources Supervisor provided the Dakota County report. He has been with Dakota County since June, prior to that he worked at the Dakota SWCD for 16 years, and prior to that he worked for the Natural Resources Conservation Service.

Two items that the Water Resources department oversees that are not coordinated with the SWCD are operations of the Byllesby hydro-electric dam, located on the outside of the City of Randolph and brownfields, which are pollutant sites in the cities and townships.

He stated that storm water permitting, shore land and flood plain ordinance, and the aquatic invasive species programs are three main initiatives coordinated with the SWCD.

He mentioned the State buffer law which involves the State, County, and SWCD. By March 31, 2017 the county must decide if they will elect jurisdiction to enforce the law but without funding this would be an unfunded state mandate so they are waiting for now to see what the legislature does.

Dakota County already is implementing a 50-foot ordinance over many of the same watercourses but County ordinance does not cover areas outside of townships. State law would allow enforcement there.

Becker also spoke about the City of Randolph septic system inventory. It started in 2012 when Randolph indicated that they would no longer enforce septic system ordinance. Jurisdiction then fell to the County. There are approximately 175 septic systems within the City. The County applied for and received a grant to create septic system inventory. There were some records for systems installed since 2001, however about 150 sites had no records. An inspection of all sites indicated that 43 were failing, 30 were ready to fail. Basically one-half are failing or about to fail. Many of these systems drain into Chub Creek. The City of

Randolph is considering creating a shared wastewater treatment plant. An engineering consultant is contracted to complete a feasibility study to determine that cost. These landowners will have the option to get a low interest loan to upgrade their septic system.

Chamberlain questioned what consists of a failing system. Becker stated that many had tanks that have no bottom, one was an "out-house", and some do not have adequate space to treat waste.

Minnesota Association of Soil and Water Conservation Districts

There were no Minnesota Association of Soil and Water Conservation Districts updates.

Metropolitan Conservation Districts Joint Powers Board

There were no Metropolitan Conservation Districts Joint Powers Board updates.

Cannon River One Watershed, One Plan Policy Committee

Watson reported that the Cannon River One Watershed, One Plan Policy Committee has not yet met; however, this will become a regularly updated item at future meetings.

20. Upcoming Meetings and Events

The upcoming events were reviewed. Watson added that the next Board meeting will be Thursday, February 2 at 8:30 a.m.

21. District Managers Report

Watson began by congratulating the supervisors on being elected and welcomed them to the Board. He started out by asking if there were any orientation or training requests. Specifically, he mentioned staff could provide information on SWCD programs, staff responsibilities, budget and grants, governance structure, or introduction to our partnering agencies. It was decided that orientation or training would be either included on the agenda, or held immediately following meetings. Ride-along with staff or project tours were also suggested. Watson indicated this would begin with the next meeting.

23. Adjourn

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

The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Chelsea Skog, Secretary