



## MEETING MINUTES

### BOARD OF SUPERVISORS MEETING

#### DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, March 3, 2016

8:30 a.m.

4100 220<sup>th</sup> Street, Suite 102  
Farmington, Minnesota

**Board Members Present:**

Laura Zanmiller, Chair  
Joe Meyers, Vice Chair  
Chris Nielsen, Secretary  
Kevin Chamberlain, Treasurer  
Marian Brown, Public Relations

**SWCD Staff Present:**

Brian Watson  
Lana Rotty  
Brad Becker  
Todd Matzke  
Curt Coudron

Lindsey Albright  
Dave Holmen

**Others Present:**

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. 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.

**4. Approval of Agenda**

**16.031** Motion by Meyers, second by Nielsen to approve the agenda as presented. All members voting yes. Motion carried.

**5. Secretary's Report – February 3, 2016 Board Meeting Minutes**

**16.032** Motion by Nielsen, Second by Chamberlain to approve the February 3, 2016 Meeting Minutes. All members voting yes. Motion carried.

**6. Treasurer's Report**

**6.1 March 3, 2016 Accounts Payable**

**16.033** Motion by Chamberlain, second by Meyers to approve the March 3, 2016 Accounts Payable. Members voting yes: Zanmiller, Brown, Chamberlain, Nielsen, Meyers. Motion carried.

## **6.2 December 31, 2015 Financial Report**

Watson provided an overview of the year end December 31, 2015 financial reports.

**16.034** Motion by Chamberlain, second by Nielsen to accept the December 31, 2015 Financial Report, subject to audit. All members voting yes. Motion carried.

## **6.3 January 2016 Financial Report**

**16.035** Motion by Chamberlain, second by Meyers to accept the January 2016 Financial Report, subject to audit. All members voting yes. Motion carried.

## **6.4 February 2016 Financial Report**

**16.036** Motion by Chamberlain, second by Meyers to accept the February 2016 Financial Report, subject to audit. All members voting yes. Motion carried.

## **Committee of the Whole**

### **7.1 Authorization to Execute Grant Agreements with Metropolitan Council for Watershed Outlet Monitoring Program on the Cannon and Vermillion Rivers**

Watson stated that staff has performed water monitoring services for the Metropolitan Council under their Watershed Outlet Monitoring Program (WOMP) for several years. There are established WOMP monitoring sites on both the Vermillion River in Hastings and the Cannon River in Welch. A separate grant agreement has been provided by Metropolitan Council for each monitoring location. The grant agreements each have a two-year term of January 1, 2016 until December 31, 2017. Reimbursement to the SWCD would be \$10,000 over the grant period for each monitoring location.

**16.037** Motion by Nielsen, second by Meyers to approve the Met Council Cannon River Watershed Outlet Monitoring Program (WOMP) Grant Agreements for the Cannon and Vermillion Rivers at a total not to exceed \$20,000. All members voting yes. Motion carried.

### **7.2 Comprehensive Plan Development**

Watson stated Under Minnesota Statute 103C.501, soil and water conservation districts are statutorily required to provide both annual plans and comprehensive plans to the Minnesota Board of Water and Soil Resources (BWSR). Annual plan requirements may be substituted with submittal of a Biennial Budget Request (BBR) every two years.

The purpose of a comprehensive plan is to plan for the management and protection of the resources of the District. Outside of the seven county metropolitan area, soil and water conservation districts can adopt their County's Comprehensive Local Water Plan to meet statutory requirements. Within the seven county metropolitan area; separate comprehensive plans are required and the option to adopt local watershed management organization (WMO) comprehensive plans is not available. The SWCD is actively involved with our WMO partners during development of their comprehensive plans.

Our five year Comprehensive Plan expired on December 31, 2015. The updated Comprehensive Plan is proposed with a 10-year period which is now the maximum time allowed. In order to receive FY17 BWSR grant funding, we must have a comprehensive plan adopted and approved by BWSR.

Watson provided an overview of the draft comprehensive plan including: the introduction, resource inventory, resources assessment, objectives strategies and actions, and implementation sections. The consensus was that Watson continue development of a 10-year plan recognizing amendments may be needed with the advent of the Board redistricting and changing programs and funding opportunities.

Watson further stated that an estimated 250 staff hours or \$18,750 will be required to complete this 10-year Comprehensive Plan. This cost will be covered by County levy allocation as no State funds are provided for this State requirement.

Supervisor Meyers exited the meeting at 9:40.

## **8. Interagency Reports and Announcements**

### **Natural Resources Conservation Service**

Michelle Wohler's provided the Natural Resources Conservation Services (NRCS) agency report. She stated that the State Conservationist, Cathee Pullman, attended the Area Meeting that was held yesterday. Pullman gave a presentation on employee morale. Conservation planning will be the highest priority of their workload. There will be one batching period for the EQIP applications and area staff will be on hand to conduct quality assurance reviews on the applications prior to the funding. They are also implementing a strategic staffing plan. Which means, instead of automatically posting vacancies, they will be reviewing workload and may place existing staff in other field offices. Minnesota ranks 3<sup>rd</sup> in the Nation with number of easements and 1<sup>st</sup> with HEL/wetland compliance.

Wohlers was pleased to announce that Diane Schmidtke has been hired as the Ultima staff and is now working in the Farmington office.

Staff are coordinating Conservation Stewardship Program applications as the deadline is March 31, 2016.

### **Minnesota Board of Water and Soil Resources**

There was no Board of Water and Soil Resources (BWSR) report.

### **Minnesota Association of Soil and Water Conservation Districts**

Watson provided the Minnesota Association of Soil and Water Conservation Districts (MASWCD) report. He stated that the next Metro Area meeting is scheduled for Wednesday, April 6. Watson and likely two staff will be attending.

Watson added that the MASWCD Legislative Briefing and Day at the Capitol is scheduled for March 21 and 22. Watson and Zanmiller will be attending.

### **Metro Conservation Districts Joint Powers Board**

Zanmiller and Watson provided the Metro Conservation Districts Joint Powers Board (MCD) report. Zanmiller noted that the MCD has a new program called Campus Groundwater Conservation Planning (CGCP). With this program, Clean Water Funds will be used to assess internal and external water use on large campuses such as schools and hospitals. Anoka Conservation District will be the lead on this new program. Watson added that the purchase of new survey equipment was approved for the 11-member MCD. For now, the new equipment will be located at Anoka, Dakota, and Washington offices. Existing survey equipment is also located at Scott and Washington offices.

### **Dakota County**

There was no Dakota County report provided.

### **Watershed Management Organizations**

There was no Vermillion River Watershed Joint Powers Organization (JPO) report provided.

## **9. Upcoming Meetings and Events**

The upcoming events were reviewed. Watson specifically mentioned the 10<sup>th</sup> Annual Crops Day on March 10, the North Cannon River WMO meeting on March 16, and the Township Officers meeting on March 19.

### **District Managers Report**

Watson asked the Board if they preferred the new format for the Board packets. Rather than one single memo addressing each agenda item, separate requests for Board action (RBAs) will be developed for each agenda item. Board guidance was to continue with the new format.

**10. Adjourn**

**16.038** Motion by Nielsen second by Chamberlain to adjourn the meeting. All members voting yes. Motion carried.

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Chris Nielsen, Secretary