



## MEETING MINUTES

### BOARD OF SUPERVISORS MEETING

#### DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, April 7, 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  
Curt Coudron  
Todd Matzke  
Ashley Gallagher

**Others Present:**

Matt Schaar, 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**

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

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

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

**6. Treasurer's Report**

**6.1 April 7, 2016 Accounts Payable**

**16.041** Motion by Chamberlain, second by Meyers to approve the April 7, 2016 Accounts Payable. Members voting yes: Zanmiller, Brown, Chamberlain, Nielsen, Meyers. Motion carried.

## **6.2 March 31, 2016 Financial Report**

**16.042** Motion by Chamberlain, second by Nielsen to accept the March 31, 2016 Financial Report, subject to audit. All members voting yes. Motion carried.

## **7. Rural Lands Committee**

Becker stated that applications for the first round of funding were to be received by March 15. Eight applications were received and were ranked by staff based on a series of questions as well as an estimated cost/benefit ratio for each installed conservation practice. Becker added that funding recommendations by staff were not based solely on the point totals in which they ranked. Staff also looked at the potential to leverage federal funds. Staff is recommending funding four of the eight applications. The remaining four applications would be evaluated later in the year and after a determination is made on federal funding allocations.

### **7.1 Authorization to Execute Contract with Rowan Brothers for Installation of Grassed Waterway and Water and Sediment Control Basins**

Gallagher and Matzke provided an overview of the Rowan Brothers application for installation of two water and sediment control basins and one grassed waterway. They indicated that three main areas of gully erosion will be addressed and the landowner will be making some land management changes. Schaar added that the topography, location to surface water, and whole farm planning of the landowners are factors used in the pollution reduction calculations. Gallagher stated that Rowan Brothers are requesting cost share funds for installation of two water and sediment control basins and one grassed waterway. The estimated project cost is \$5,442.51

**16.043** Motion by Meyers, second by Nielsen to execute contract with Rowan Brothers for installation of two water and sediment control basins and one grassed waterway in Section 20, Greenvale Township, Cannon River Watershed at 75% cost share, not to exceed \$4,081.88. Members voting yes: Chamberlain, Nielsen, Meyers, Zanmiller. Members abstaining: Brown. Motion carried.

### **7.2 Authorization to Execute Contract with Wayne Peterson for Installation of Diversion and Water and Sediment Control Basin**

Matzke provided an overview of the Wayne Peterson application for installation of a water and sediment control basin and diversion. Matzke stated that Wayne Peterson is requesting cost share funds and the estimated project cost for installing the water and sediment control basin and diversion is \$7,200.

**16.044** Motion by Meyers, second by Nielsen to execute contract with Wayne Peterson for installation of water and sediment control basin and diversion in Section 20, Greenvale Township, Cannon River Watershed at 75% cost share, not to exceed \$5,400. Members voting yes: Chamberlain, Nielsen, Meyers, Zanmiller, Brown. Motion carried.

### **7.3 Authorization to Execute Contract with Ralph Wagner for Installation of Water and Sediment Control Basins**

Schaar provided an overview of the Ralph Wagner application for installation of five water and sediment control basins. He stated that the project will repair gully erosion that has formed in the fields. Matzke stated that Ralph Wagner is requesting cost share funds and the estimated cost for installation of five water and sediment control basins is \$21,800.

**16.045** Motion by Meyers, second by Nielsen to execute contract with Ralph Wager for installation of five water and sediment control basins in Section 18, Nininger Township, Vermillion River Watershed at 75% cost share, not to exceed \$16,350. Members voting yes: Nielsen, Meyers, Zanmiller, Brown, Chamberlain. Motion carried.

**7.2 Authorization to Execute Contract with GTJ Company LLC for Installation of Water and Sediment Control Basin**

Matzke provided an overview of the GTJ Company application for installation of a water and sediment control basin. He further stated that GTJ (John Sauber) is requesting cost share funds and the estimated cost for installing the water and sediment control basin is \$6,700.

**16.046** Motion by Meyers, second by Nielsen to execute contract with GTJ Company for installation of a water and sediment control basin in Section 5, Eureka Township, Vermillion River Watershed at 75% cost share, not to exceed \$5,025. Members voting yes: Meyers, Zanmiller, Brown, Chamberlain, Nielsen. Motion carried.

**8. Finance Committee**

**8.1 Authorization to Enter into Letter of Engagement with Peterson Company Ltd for 2015 Financial Audit**

Watson stated that, based on the District's annual revenue, we are statutorily required to conduct a financial audit. 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 \$3,000 from Peterson Company Ltd. to perform the audit.

**16.047** Motion by Chamberlain, second by Meyers to enter into letter of engagement with Peterson Company, Ltd to conduct the fiscal year 2015 Financial Audit at a cost not to exceed \$3,000. Members voting yes: Zanmiller, Brown, Chamberlain, Nielsen, Meyers. Motion carried.

**9. Committee of the Whole**

**9.1 Resolution Accepting Certain Minnesota Wetland Conservation Act Responsibilities from Empire Township**

Watson stated that the Empire Township Board passed a resolution at their March 8, 2016 meeting to delegate certain Minnesota Wetland Conservation Act (WCA) responsibilities to the SWCD. Delegated services include being listed as the official contact for the WCA, authority to make wetland boundary, no loss and exemption decisions, and providing State Required annual reports. The SWCD tasks will be provided in accordance with the adopted annual fee schedule.

**16.048** Motion by Meyers, second by Nielsen to accept the Empire Township resolution delegating certain responsibilities under the Minnesota Wetland Conservation Act. All members voting yes. Motion carried.

**9.2 Authorization to Submit Comprehensive Plan to the Minnesota Board of Water and Soil Resources**

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 Board of Water and Soil Resources (BWSR).

Watson then provided an overview of the draft comprehensive plan. He stated that there are various edits and updates still needed with the table of content, appendices and figures. Staff will be providing final input and Board comments should be provided to Watson by April 15. Watson is planning to submit the comprehensive plan to BWSR the week of April 18. After approval by BWSR staff, the comprehensive plan will be brought back to the SWCD Board for final adoption.

**16.049** Motion by Meyers, second by Chamberlain to authorize submittal of the Comprehensive Plan to the Minnesota Board of Water and Soil Resources. All members voting yes. Motion carried.

**9.3 Authorization to Submit Biennial Budget Request for FY18-19 to the Minnesota Board of Water and Soil Resources**

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

Watson provided an overview of the BBR which included current funding levels and \$300,000 over the biennium from the Clean Water Fund for project installations.

**16.050** Motion by Nielsen, second by Chamberlain to authorize submittal of the FY18-19 Biennial Budget Request to the Minnesota Board of Water and Soil Resources. All members voting yes.

## **10. Interagency Reports and Announcements**

### **Natural Resources Conservation Service**

Matt Schaar provided the Natural Resources Conservation Services (NRCS) agency report. He stated that they were recently informed that 13 Environmental Quality Incentive Program (EQIP) applications were pre-approved. Two were conservation activity plans, five were vegetative projects, and four were structural projects. The SWCD projects discussed earlier in the meeting and approved for cost-share were not on the EQIP pre-approval list. Cost-share assistance deadline for the Minnesota Ag Water Quality Certification Program is April 15. Application planning is to be completed the end of May and pre-approvals will be named in July. They received 4 applications in coordination with the SWCD. Four renewals and four new applications have been received for the Conservation Stewardship Program.

Tim Wilson is now the Area Conservationist for Area 4 and Area 6 and has schedule and "all employee meeting" for both areas on May 24 in Farmington. Schaar stated that the Local Workgroup meeting for the 2017 EQIP must occur in or prior to June as the program dates have all be moved up. The consensus was that meeting will be held after the June 2, 2016 Board meeting.

Zanmiller added that she attended the Monarch Habitat event that was hosted by the Xerces Society on April 1, 2014.

### **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**

The Minnesota Association of Soil and Water Conservation Districts (MASWCD) newsletter was distributed. Watson and Zanmiller attended the Legislative Briefing and Day at the Capitol on March 21 and 22. The buffer law was discussed and the bill continues to be revised.

Zanmiller reported on the Metro Area meeting was held yesterday. She stated that BWSR reported 88 of 90 SWCD having approved workplans and have received their \$100,000 Local Capacity Funds. In 2017 there will be no change to the way the funding will be requested and distributed. The remaining 4 million will be distributed via a challenge basis encouraging County match and investment in SWCDs. They also discussed the technical service area funding and challenges managing staff workload. She added that BWSR stated that there will be a program audit of the Clean Water funds they have received. BWSR also stated that the Minnesota Management and Budget will be reviewing their Human Resources department.

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

There was no Metro Conservation Districts Joint Powers Board (MCD) report provided.

### **Dakota County**

There was no Dakota County report provided.

### **Watershed Management Organizations**

There were no Watershed Management Organization reports provided. However, Watson stated that Joe Barten is working with the Lower Mississippi River WMO on an agreement amendment to include additional workload items as a result of the Clean Water Fund Grants they received.

**9. Upcoming Meetings and Events**

The upcoming events were reviewed. Watson noted that the next Board Meeting is scheduled for May 5, as opposed to May 7 as listed.

**10. District Managers Report**

Watson requested feedback from the Board about the new format being used for the Board packets. He also distributed a copy of the news release on Supervisor elections and highlighted that the filing period begins on May 17.

**10. Adjourn**

**16.051** Motion by Meyers second by Nielsen to adjourn the meeting. All members voting yes. Motion carried.

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

Respectfully submitted,

Chris Nielsen, Secretary