



## MEETING MINUTES

### BOARD OF SUPERVISORS MEETING

#### DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, August 4, 2016

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

Farmington, Minnesota

**Board Members Present:**

Laura Zanmiller, Chair

Joe Meyers, Vice Chair

Chris Nielsen, Secretary

Marian Brown, Public Relations

**SWCD Staff Present:**

Brian Watson

Lana Rotty

Curt Coudron

Todd Matzke

**Others Present:**

Michelle Wohlers, NRCS\*

\*Denotes Partial Meeting Attendance

**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**

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

**5. Secretary's Report – July 7, 2016 Board Meeting Minutes**

**16.090** Motion by Nielsen, Second by Meyers to approve the July 7, 2016 Meeting Minutes. All members voting yes. Motion carried.

**6. Treasurer's Report**

**6.1 August 2, 2016 Accounts Payable**

**16.091** Motion by Meyers, second by Nielsen to approve the August 4, 2016 Accounts Payable. Members voting yes: Zanmiller, Brown, Nielsen, Meyers. Members Absent: Chamberlain. Motion carried.

**6.2 July 31, 2016 Financial Report**

**16.092** Motion by Meyers, second by Nielsen to accept the July 31, 2016 Financial Report, subject to audit. All members voting yes. Motion carried.

**7. Rural Lands Committee**

**7.1 Authorization Execute Contract with Dakota County for Trout Brook Streambank Stabilization (16-FRG-01)**

Watson began by stating staff is implementing a new format to review requests for cost-share assistance using the SWCD project database along with the Dakota County Geographic Information System (GIS). Staff will provide an overview of each project using available GIS tools. Watson indicated that he would like Board feedback on this new format.

Coudron explained that the Dakota County Parks Department is requesting cost-share funds to install 180-feet of streambank stabilization on Trout Brook within Miesville Ravine Regional Park. The streambank was damaged in the floods of 2012 and has continued to erode toward an existing public parking area. The project will use bioengineering techniques to stabilize the streambank, prevent further erosion, and provide additional habitat benefits within the stream and riparian areas. Watson added that this is a protected trout stream and construction must be completed by mid-October. The total project cost is estimated at \$63,200. Based on adopted Flood Relief Grant policy, the project is eligible for 100% cost-share.

**16.093** Motion by Meyers, second by Nielsen to execute a contract with Dakota County for the Trout Brook Streambank Stabilization project within the Cannon River Watershed at 100%, not to exceed \$63,200. Members voting yes: Brown, Nielsen, Meyers, Zanmiller. Members absent: Chamberlain. Motion carried.

**7.2 Authorization Execute Contract with Rollo Hohrman for Installation of Grassed Waterway (16-IPP-08)**

Meyers stated that applications for the third round of Incentive Payment Practice (IPP) funding were to be received by July 15. Two new applications were received. He noted that there were also four funding requests from previous application periods that were awaiting approval under the USDA-NRCS Environmental Quality Incentive Program (EQIP). Those landowner; Joe Beissel, Kurt Kimber, Vernon Lang and George Weinhandl have each been awarded EQIP funding and have signed contracts with the Natural Resources Conservation Service (NRCS).

Matzke stated that Rollo Hohrman is requesting project funds for the reconstruction of a grassed waterway that was installed over 20 years ago. He explained that the existing grassed waterway has gullies along the edges and is filled with sediment, a full rebuild is necessary. The project includes an estimated total project cost of \$13,300.

**16.094** Motion by Meyers, second by Nielsen to execute a contract with Rollo Hohrman for reconstruction of grassed waterway, Section 35, Eureka Township, Cannon River Watershed at 75% cost share, not to exceed \$9,975. Members voting yes: Nielsen, Meyers, Zanmiller, Brown. Members absent: Chamberlain. Motion carried.

Michelle Wohlers entered the meeting.

**7.3 Authorization Execute Contract with Lorraine Tix for Installation of Grassed Waterway (16-IPP-09)**

Matzke stated that Lorraine Tix is requesting project funds for the reconstruction of approximately 65 feet of an existing waterway. He explained that a gully has formed in the outlet of existing grassed waterway and the area needs to be re-shaped, re-seeded and blanketed with erosion control fabric. The project includes an estimated total project cost of \$1,124.

**16.095** Motion by Meyers, second by Nielsen to execute a contract with Lorraine Tix for reconstruction of grassed waterway, Section 9, Hampton Township, Vermillion River Watershed at 75% cost share, not to exceed \$843. Members voting yes: Nielsen, Zanmiller, Brown. Members abstaining: Meyers. Members absent: Chamberlain. Motion carried.

**8. Committee of the Whole**

**8.1 Authorization to Amend FY16 Local Capacity Grant Agreement with Minnesota Board of Water and Soil Resources**

Watson stated that the District received a FY16 Local Capacity Services grant in the amount of \$100,000. Initially, BWSR distributed \$100,000 of the \$11 million to each of the 90 soil and water conservation districts in the State. This year, based on a formula they generated, the remaining funds will be distributed. An additional allocation of \$30,337 will be provided under the grant amendment.

We are proposing to use the additional funding to increase our original approved BWSR work plan. The tasks will be amended as follows:

<b>Task</b>	<b>Original Allocation</b>	<b>Amendment Increase</b>
Contract Compliance/Inspections	\$10,000	\$5,000
GIS Land Cover Updates	\$10,000	\$5,000
Groundwater and Soil Health Initiatives	\$10,000	\$0
Engineering and Technical Assistance	\$15,000	\$15,337
Training and Advancing Technical Capacity	\$5,000	\$5,000
Cost Share (Pass Through to Cooperators)	\$50,000	\$0
<b>Totals</b>	<b>\$100,000</b>	<b>\$30,337</b>

**16.096** Motion by Meyers, second by Nielsen to amend the FY16 BWSR work plan for Local Capacity Services and to execute the grant agreement amendment. All members voting yes. Motion carried.

**8.2 Authorization to Submit FY17 Clean Water Fund Grant Applications**

Watson stated that the deadline for submitting FY17 Clean Water Fund Grant applications is August 8 and that staff is proposing to submit two applications under this competitive process.

Watson stated that the Trout Brook Watershed Initiative is an application request for \$200,000 in grant funds to implement conservation projects within the Trout Brook Watershed of the Cannon River. The 25% match requirement of \$50,000 would likely come from landowners, the North Cannon River Watershed Management Organization, and the Cannon River Watershed Partnership. Staff has completed a sub-watershed analysis of Trout Brook and identified over 300 potential projects within the watershed. Each project identified was ranked and scored based on cost benefit to pollution reduction potential. This grant application would focus on the top 50 projects identified as having the best pollutant reduction benefits in relation to overall project cost.

A second application would be submitted for conducting a subwatershed assessments. This application would request \$40,000 to accelerate project implementation within the headwaters of the Vermillion River and the Pine Creek drainage area of the Cannon River watershed. The 25% match requirement of \$10,000 would come from the Vermillion River Watershed Joint Powers Organization and the North Cannon River Watershed Management Organization. Being successful with this grant request will allow us to better target and prioritize projects for future implementation and funding requests.

**16.097** Motion by Nielsen, second by Meyers authorizing staff to submit to the Minnesota Board of Water and Soil Resources FY17 Clean Water Fund Grant applications and execute the grant agreements if awarded. All members voting yes. Motion carried

### **8.3 Selection of 2016 Outstanding Conservation Cooperator**

Watson stated that staff has recommended three landowners for the Board to consider as the outstanding conservation cooperator for 2016. Matzke provided details of each nominee's accomplishments.

**16.098** Motion by Meyers, second by Nielsen to select Wayne Kieffer of Hampton as the 2016 Outstanding Conservation Cooperator. All members voting yes. Motion carried.

## **9. Interagency Reports and Announcements**

### **Natural Resources Conservation Service**

Wohlers provided the Natural Resources Conservation Services (NRCS) agency report.

She stated that they are working on ten Conservation Reserve Program re-enrollments that are due by the end of September. They have 5 re-enrollments for the Conservation Stewardship Program that are due in mid-September and are currently in the process of meeting with landowners. They have finalized contracts for new enrollments in the Conservation Stewardship Program.

The Farmland Natural Area Program monitoring easements has been completed.

To date, they have received 26 new EQIP applications with a signup deadline of August 19. Wohlers added that the State office sent a post card regarding the program and the signup deadline to all producers in the State.

She added that she attended three day workshop in North Dakota on soil health. It was a very good session and she is interested in forming a soil health group.

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

There was no BWSR report.

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

Watson provided the Minnesota Association of Soil and Water Conservation Districts (MASWCD) report. He distributed a handout to Supervisors regarding the 2016 Candidate Prospectus for the offices of MASWCD President and Vice President.

He stated that there is a series of eight regional buffer workshops scheduled in August. Staff from both Dakota County and the SWCD will be attending the August 18 session. These workshops will provide the latest buffer information for SWCD, County and Watershed District officials and staff. Agenda items will include overviews of the buffer law amendments, processes, timelines, DNR buffer mapping project and more. Representatives from the BWSR and the DNR will provide updates on statewide policies and mapping information.

Watson added that the buffer map has identified the DNR public water courses and public ditches. SWCD Boards can identify additional watercourses to be buffered these additional areas must be included in local water plans for prioritizing future water quality improvements.

**Metro Conservation Districts Joint Powers Board**

There was no Metro Conservation Districts Joint Powers Board (MCD) report. Watson noted that the next meeting is August 31 and they will be reviewing an amended 2016 work plan and budget.

**Dakota County**

There was no Dakota County report presented. However, Watson stated that he has attended the initial budget meeting with Physical Development Division staff and will be having a budget meeting with the Dakota County Manager, Matt Smith later today.

**Watershed Management Organizations**

There were no Watershed Management Organization reports.

**9. Upcoming Meetings and Events**

The upcoming events were reviewed. Watson stated that the next Board meeting is September 1. The VRW JPO Annual Tour is scheduled for September 23, 2016.

**10. District Managers Report**

Watson stated that the calendar year 2015 audit process was underway. Currently, the auditors found no changes to the year-end fund balance, however there will be an adjustment in the net position to include the office chairs purchase as a capital asset.

He stated that Ashley Gallagher had a baby girl, Claire Elizabeth on July 19. Both are doing well, she is planning to return from maternity leave on September 26.

Curt Coudron has been promoted to the Project Management Supervisor position as of August 1.

Interviews for the Resource Conservationist position are scheduled for the end of August, 43 applications were received.

Watson requested the Personnel Committee stay after the meeting to discuss options for providing benefits in 2017 including the potential of joining Dakota County.

**14. Adjourn**

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

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Chris Nielsen, Secretary