



## MEETING MINUTES

### BOARD OF SUPERVISORS MEETING

#### DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, November 3, 2016

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

Farmington, Minnesota

**Board Members Present:**

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

**SWCD Staff Present:**

Brian Watson  
Lana Rotty  
Ashley Gallagher  
Todd Matzke

**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**

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

**5. Secretary's Report – October 6, 2016 Board Meeting Minutes**

**16.118** Motion by Nielsen, Second by Chamberlain to approve the October 6, 2016 Meeting Minutes. All members voting yes. Motion carried.

**6. Treasurer's Report**

**6.1 November 3, 2016 Accounts Payable**

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

**6.2 October 31, 2016 Financial Report**

**16.120** Motion by Chamberlain, second by Meyers to accept the October 31, 2016 Financial Report, subject to audit. All members voting yes. Motion carried.

Supervisor Brown joined the meeting.

**7. Rural Lands Committee**

**7.1 Authorization to Amend Contract with Rollo Hohrman for Installation of Grassed Waterway (16-IPP-08)**

Meyers stated that on August 4, 2016, the Board approved a contract with Rollo Hohrman for the installation of a grassed waterway. Due to wet weather conditions, the project was not able to be installed this construction season. Rollo is requesting to amend the contract completion date.

**16.121** Motion by Zanmiller, second by Chamberlain to approve the contract amendment with Rollo Hohrman to revise the completion date to September 30, 2017. All members voting yes. Motion carried.

**8. Rural Lands Committee**

**8.1 Authorization to Execute Joint Powers Agreement with the Black Dog Watershed Management Organization for Services**

Watson stated that staff has developed a 2017 work plan and budget with the Black Dog WMO for services. The work plan includes a total cost not to exceed \$24,675 and the term of the agreement would be for the 2017 calendar year. The Black Dog WMO Board approved the work plan at their May meeting.

**16.122** Motion by Nielsen, second by Chamberlain to approve and authorize execution of the 2017 Work Plan and Budget with the Black Dog Watershed Management Organization. All members voting yes. Motion carried.

**8.2 Authorization to Execute Joint Powers Agreement with the Eagan-Inver Grove Heights Watershed Management Organization for Services**

Watson stated that staff has developed a 2017 work plan and budget with the Eagan-Inver Grove Heights WMO for services. The work plan includes a total cost not to exceed \$24,775 and the term of the agreement would be for the 2017 calendar year. The Eagan-Inver Grove Heights WMO Board approved the work plan at their October meeting.

**16.123** Motion by Meyers, second by Nielsen to approve and authorize execution of the 2017 Work Plan and Budget with the Eagan-Inver Grove Heights Watershed Management Organization. All members voting yes. Motion carried.

**8.3 Authorization to Execute Joint Powers Agreement with the Lower Mississippi River Watershed Management Organization for Services**

Watson stated that staff has developed a 2017 work plan and budget with the Lower Mississippi River WMO for services. The work plan includes a total cost not to exceed \$38,600 and the term of the agreement would be for the 2017 calendar year. The Lower Mississippi River WMO Board approved the work plan at their October meeting.

**16.124** Motion by Chamberlain, second by Meyers to approve and authorize execution of the 2017 Work Plan and Budget with the Lower Mississippi River Watershed Management Organization. All members voting yes. Motion carried.

#### **8.4 Authorization to Request Extension to FY14 Clean Water Fund Grant Agreements with the Board of Water and Soil Resources**

Watson reviewed the need to request an extension to the F14 Clean Water Fund Grant Agreements. He stated that three applications were submitted and approved under that competitive clean water grant process. Two of the grant awards came under one contract for \$400,000. This included our Retrofit Partnership Program (\$300,000) and Community Initiative Program (\$100,000). A second grant award and contract was provided for our Conservation Initiative Program (\$150,000). All grant agreements expire on December 31, 2016. Watson further stated that he has had early coordination with the Minnesota Board of Water and Soil Resources on the need for extending our FY14 clean water fund grants. As of September 30, approximately 50% of the funding from both grant agreements has been expended. There have been some water quality improvement projects that have not progressed, and other projects have consumed a significant amount of staff time not allowing us to meet the grant agreement deadline. Watson also noted that grant agreement timelines are now 3 ½ years rather than 2 ½ years as was the case when the fiscal year 2014 agreements were executed.

**16.125** Motion by Meyers, second by Nielsen to authorize request to Board of Water and Soil Resources for FY14 Clean Water Fund Grant agreement extensions. All members voting yes. Motion carried.

### **9. Finance Committee**

#### **9.1 Review 2017 Draft Budget**

Watson provided an overview of the 2017 draft budget. He noted that the format has been changed to include the previous year actuals, current year adopted budget and projections, the upcoming year budget proposed and a comparison between the upcoming year and last year's adopted budget. It was noted that both revenues and expenditures under the draft 2017 budget are lower than last year. This is primarily due to less than anticipated cost share funds that will be available. However, it was noted that approximately \$250,000 worth of grant applications have been submitted. The results of these applications will not be known until 2017.

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

#### **Natural Resources Conservation Service**

Wohlers provided the Natural Resources Conservation Services (NRCS) agency report. She stated that they have until November 30 to generate all entries for the Environmental Quality Incentives Program (EQIP) application data. No payment schedules have been released. Letters have been sent to landowners reminding them they need to come into the office to update eligibility for 2017 EQIP applications. Wohler's stated that she has received a tentative schedule of easements to be monitored for the Farmland and Natural Area Program/FRPP. That schedule will be forwarded to the county soon so they can begin work for FY17.

On November 16, Cathee Pullman, State Conservationist, will be releasing the vision for the State of Minnesota for the upcoming years. Watson added that Pullman will be presenting this information at the Minnesota Association of Soil and Water Conservation Districts annual convention in December.

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

There was no BWSR report.

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

Watson and Zanmiller provided the Minnesota Association of Soil and Water Conservation Districts (MASWCD) report. Watson stated that the Area 4 meeting was held yesterday. Zanmiller reported that since the meeting was held prior to elections, according to the Bylaws, no officer elections could be held, nor could the budget be approved. Jason Wienerman, BWSR staff, provided a presentation entitled "Working with you County Board to Fund Your Conservation District." Zanmiller stated that MASWCD dues will be reduced in 2017. Watson added that he provided a presentation on the joint county, watershed district and soil and water conservation district workgroup recommendations for implementing One Watershed One Plan. He stated that the workgroup was formed to develop a framework for future state allocations to support watershed management implementation.

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

There was no Metro Conservation Districts Joint Powers Board (MCD) report. Watson noted the next meeting is scheduled for November 16.

### **Dakota County**

There was no Dakota County report. Watson stated that he presented the 2017 budget recommendations to the County Board of Commissioners on Monday.

### **Watershed Management Organizations**

There were no Watershed Management Organization reports.

### **11. Upcoming Meetings and Events**

The upcoming events were reviewed. Watson stated that MASWCD Annual Convention will be December 4-6 and registration is needed prior to November 21.

### **12. District Managers Report**

Watson stated that all items were previously discussed. He added that he will be attending a work group meeting for the Cannon River One Watershed One Plan this afternoon. He also suggested the scheduling a second Board meeting in December to complete business before year end. A special meeting was scheduled for Monday, December 19 at 5:00 p.m.

### **13. Adjourn**

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

The meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Chris Nielsen, Secretary