



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, December 1, 2016

4100 220th 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
Curt Coudron
Todd Matzke
Joe Barten

Others Present:

Mike Slavik, Dakota County Commissioner
Jayne Hager Dee, Supervisor Elect
Bruce Johnson, Supervisor Elect
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

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

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

16.128 Motion by Nielsen, Second by Meyers to approve the November 3, 2016 Meeting Minutes. All members voting yes. Motion carried.

6. Treasurer's Report

6.1 December 1, 2016 Accounts Payable

16.129 Motion by Chamberlain, second by Nielsen to approve the December 1, 2016 Accounts Payable. Members voting yes: Zanmiller, Brown, Chamberlain, Nielsen, Meyers. Motion carried.

6.2 November 30, 2016 Financial Report

16.130 Motion by Chamberlain, second by Meyers to accept the November 30, 2016 Financial Report, subject to audit. All members voting yes. Motion carried.

7. Rural Lands Committee

7.1 Authorization to Amend Contract with Mike Serres for Installation of Grassed Waterway and Terraces (16-IPP-05)

Meyers stated that on June 2, 2016, the Board approved a contract with Mike Serres for the installation of a grassed waterway and two terraces. Due to wet weather conditions, the project was not able to be installed this construction season. Mike is requesting to amend the contract completion date.

16.131 Motion by Meyers, second by Nielsen to approve the contract amendment with Mike Serres to revise the completion date to December 31, 2017. All members voting yes. Motion carried.

7.2 Authorization to Amend Contract with Dave Cook for Installation of Grassed Waterway and Water and Sediment Control Basin (16-IPP-06)

Meyers stated that on June 2, 2016, the Board approved a contract with Dave Cook for the installation of a grassed waterway and water and sediment control basin. Due to wet weather conditions, the project was not able to be installed this construction season. Dave is requesting to amend the contract completion date.

16.132 Motion by Meyers, second by Nielsen to approve the contract amendment with Dave Cook to revise the completion date to September 30, 2017. All members voting yes. Motion carried.

7.3 Authorization to Provide Final Payment to Dakota County Parks for the Installation of Streambank Stabilization Project (16-FRG-01)

Meyers stated that Dakota County Parks Department has completed installation of streambank stabilization project in Trout Brook. The project was approved for funding at the August 4, 2016 Board meeting at 100% cost share not to exceed \$63,200 based on cost estimate. The final project cost was \$22,091.90. Coudron added that the significant cost savings was because the project was completed by the Park and Transportation Department staff, as well as using all county equipment. The project used bioengineering practices to stabilize 180 feet of eroding streambank, as well as provide in-stream and riparian habitat. The project took approximately three weeks to complete.

16.133 Motion by Meyers, second by Nielsen to provide final payment to Dakota County for installation of streambank stabilization project in Trout Brook , Section 17 of Douglas Township, Cannon River Watershed at \$22,091.90 (100%). Members voting yes: Brown, Chamberlain, Nielsen, Meyers, Zanmiller. Motion carried.

8. Community Development Committee

8.1 Authorization to Submit Applications to the Minnesota Conservation Corps for Apprentice and Crew Labor Programs

Zanmiller stated that Minnesota SWCDs will again have the opportunity to obtain both a summer conservation apprentice and crew labor from the Minnesota Conservation Corps in 2017. Applications are due December 15. The summer apprentice positions are fully paid through the Conservation Corps

but are located and supervised by the local SWCD office. The apprentice would work from the end of May until mid-August. The crew labor program involves obtaining “hands on” labor crews to assist with project installations and maintenance over a period of days or weeks. Watson added that staff are currently working on both applications. Coudron noted that we are applying for one conservation apprentice to be housed here and crew labor of five that would assist with retrofitting raingarden inlets on Park property.

16.134 Motion by Zanmiller, second by Meyers to authorize submittal, and execute if awarded, a grant application to the Conservation Corps of Minnesota for the 2017 Apprentice Program and for Conservation Corps Crew Labor. All members voting yes. Motion carried.

8.2 Landscaping for Clean Water Program Year End Summary

Barten presented the Landscaping for Clean Water Program Year-End Summary. He stated that this program allows Dakota County residents to learn about water resource issues and positively impact them through the installation of a raingarden, native garden, or native shoreline project.

SWCD staff partner with cities and watershed management organizations to host a series of educational workshops covering water quality issues and small scale stormwater management and habitat conservation projects. Residents attend an introductory workshop, and if they wish, a two-evening design workshop where staff help them complete a project design for their property. After attending a design class, residents are eligible for a \$250 grant and on-site technical assistance from SWCD staff.

In 2016, a total of 273 Dakota County residents participated in introductory workshops and 100 individual projects were designed through the workshops. In total, 39 projects were awarded the \$250 grant for installing projects on their property. Factsheets for all completed projects was available at the meeting.

Barten added that the Landscaping for Clean Water program began 10 years ago. To date, 3,457 residents have participated in the introductory workshops and 378 projects have been installed throughout Dakota County.

On behalf of the Board of Supervisors, Chamberlain commended Barten and staff for executing the delivery of a beneficial and successful program.

9. Finance Committee

9.1 Adopt 2017 Budget

Watson provided an overview of the 2017 budget. He stated that anticipated revenues and expenses for this coming year are both lower than 2016 projections. He noted that is primarily due to many recent project installations and the closure of our 2012 flood relief grants.

The proposed 2017 budget estimates \$1,217,663 in revenue and \$1,195,259 in expenses with a net budget increase of \$22,404. The budget will likely be amended during the year. Watson added that we have approximately \$250,000 in grant applications pending that would impact our 2017 budget if awarded. These hopeful grant awards are not included into the budget forecast.

16.125 Motion by Chamberlain, second by Nielsen to adopt the 2017 Budget as presented. Members voting yes: Chamberlain, Nielsen, Meyers, Zanmiller, Brown. Motion carried.

9.2 Adopt 2017 Merit Compensation Policy and Plan

Watson stated that the Dakota County Board of Commissioners adopted the 2017 Merit Compensation Policy and Plan at their November 1 meeting. The 2017 Merit Compensation Policy and Plan is based on

the need to provide compensation for employees to reflect market considerations within projected budget limitations.

Watson stated that the 2017 salary ranges reflect a 2% increase over last year. The Merit Matrix includes salary increases of 2.5% to 6.5%, and/or a lump sum based on employee performance and where the employee is on the salary range of the position classification.

16.136 Motion by Meyers, second by Nielsen to approve the 2017 Merit Compensation Policy and Plan as presented. Members voting yes: Nielsen, Meyers, Zanmiller, Brown, Chamberlain. Motion carried.

10. Committee of the Whole

10.1 Authorization to Execute Joint Powers Agreement with the North Cannon River Watershed Management Organization for Services

Watson stated that staff has drafted and presented a 2017 work plan and budget to the North Cannon River Watershed Management Organization (NCRWMO) Board of Managers. The work plan and budget includes administrative, technical, educational and outreach tasks. It also provides supplemental funding to our existing cost share programs for the 2017 calendar year. The 2016 cost share funds of \$4,000 will be carried over into this work plan. The total agreement is not to exceed \$29,641. The NCRWMO Board approved the work plan at their November 16 meeting.

16.137 Motion by Nielsen, second by Meyers to approve and authorize execution of the 2017 Work Plan and Budget with the North Cannon River Watershed Management Organization. All members voting yes. Motion carried.

10.2 Authorization to Execute Memorandum of Agreement to Participate in the Cannon River One Watershed, One Plan

Watson provided an update on the Grant Award from the Minnesota Board of Water and Soil Resources (BWSR) to develop a Comprehensive Plan for the Cannon River Watershed. Watson added that the "One Watershed, One Plan" concept has been endorsed by the Local Government Water Roundtable. However, they have not defined how the 7-County metropolitan area will tie into the One Watershed, One Plan process.

In order to obtain the BWSR grant funds, a Memorandum of Agreement (MOA) is required to be signed by the local governmental units (LGUs) within the watershed. Within the MOA, the Rice SWCD is listed as the fiscal agent and the Dakota County SWCD is listed as the Grant Administrator. A work plan and budget is being developed and will be submitted along with the executed MOA to BWSR.

Watson explained that the LGUs seeking to execute the MOA include six soil and water conservation districts (Dakota, Goodhue, LeSueur, Rice, Steele, Waseca), six counties (Goodhue, LeSueur, Rice, Steele, Waseca, Dakota), one watershed district (Belle Creek), and one watershed management organization (North Cannon River).

Watson added that LGUs have formed a workgroup and two meetings have been held to discuss process and responsibilities. Development of a watershed plan will take approximately 2-years. A consultant will be selected to prepare the watershed plan and a stakeholder group will be formed.

Upon execution of the MOA and BWSR approval of a work plan and budget, funding for providing administrative services will be incorporated into our 2017 and 2018 staff plan and budget. Watson added that there has been and will be, staff time committed to this process that will not be reimbursable from any State grant.

16.138 Motion by Meyers, second by Nielsen to authorize execution of Memorandum of Agreement to participate in the Cannon River One Watershed One Plan. All members voting yes. Motion carried.

11. Interagency Reports and Announcements

Natural Resources Conservation Service

Wohlers provided the Natural Resources Conservation Services (NRCS) agency report. She stated that the time line to generate all entries for the current 24 Conservation Stewardship Program (CSP) payments is December 15. The new CSP program sign-up will end February 3, 2017. They have been specifically asked to promote this program to landowner in an effort to increase the number of enrollees.

Wohlers added that they now have until December 31 to generate all entries for the Environmental Quality Incentives Program (EQIP) application data. No payment schedules have been released, so that adds a challenge for landowners.

On November 16, the State Conservationist released a strategic workforce Plan. That information will also be presented to the Supervisors at the MASWCD Annual Meeting next week. A major component of the plan includes shared management of offices across the State, including reducing the number of regional offices.

Minnesota Board of Water and Soil Resources

There was no BWSR report.

Minnesota Association of Soil and Water Conservation Districts

Watson stated that MASWCD Annual Convention will be December 4-6. He noted that Representative Denny McNamara will be receiving an award. Wayne and Bernadette Kieffer, the 2016 conservation cooperators will be attending on Tuesday.

Zanmiller stated that she attended a Special meeting of the Metro Area on November 16. She reported that officers were elected and the budget was approved.

Metro Conservation Districts Joint Powers Board

Zanmiller provided the Metro Conservation Districts Joint Powers Board report. She stated that the Childrens water festival is now a lottery for schools to attend. The Minnesota Agriculture Water Quality Certification Program (MAWQCP) will be led by the Department of Agriculture. Dues for 2017 increased to \$600. The 2017-2019 Work plan and budget was approved.

Dakota County

Watson stated that the 2017 Budget presentation to the County Board of Commissioners was on November 1. The wetland bank in Waterford Township is progressing.

Watershed Management Organizations

Watson stated that he provided an update on the new state buffer law; including "other waters" that could be identified at the Vermillion River Watershed Technical and Advisory Group on December 4. Watson added that by July 1, 2017 SWCD Boards need to adopt a map identifying additional watercourses for adding to local water management plans. The regulatory requirements of the State buffer law would not apply to these watercourses. Designating additional watercourses may increase opportunities for future grant funding.

Upcoming Meetings and Events

The upcoming events were reviewed. Watson reminded those present of the special meeting scheduled for Monday, December 19.

12. District Managers Report

Watson welcomed Supervisor Elects, Jayne Hager Dee and Bruce Johnson and congratulated Laura Zanmiller and Kevin Chamberlain on their successful re-election.

13. Adjourn

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

The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Chris Nielsen, Secretary