



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, December 6, 2018

9:00 a.m.

4100 220th Street, Suite 102
Farmington, Minnesota

Board Members Present:

Laura Zanmiller, Chair
Kevin Chamberlain, Vice Chair
Jayne Hager Dee, Treasurer
Chelsea Skog, Secretary
Bruce Johnson, Public Relations

SWCD Staff Present:

Brian Watson
Lana Rotty
Curt Coudron
Todd Matzke
Joe Barten
Lindsey Albright
Liz Dengate

Others Present:

Brad Becker, Dakota County
Michelle Wohlers, NRCS

1. Call to Order

Chair Zanmiller called the meeting to order at 9:00 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

18.133 Motion by Chamberlain, second by Johnson to approve the agenda as presented. All members voting in favor. Motion carried.

5. Secretary's Report – November 1, 2018 Board Meeting Minutes

18.134 Motion by Skog, second by Johnson to approve the November 1, 2018 Meeting Minutes. All members voting in favor. Motion carried.

6. Treasurer's Report

6.1 December 6, 2018 Accounts Payable

18.135 Motion by Dee, second by Johnson to approve the December 6, 2018 Accounts Payable. Members voting in favor: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.

6.2 November 30, 2018 Financial Report

18.136 Motion by Dee, second by Johnson to accept the November 30, 2018 Financial Report, subject to audit. All members voting in favor. Motion carried.

7. Rural Lands Committee

7.1 Authorization to Provide Final Payment to Angela Beissel for Installation of Water and Sediment Control Basins

Coudron stated that Angela Beissel has completed installation of two water and sediment control basins. He stated that runoff had eroded gullies through the fields. A pipe was used to construct an underground outlet to convey water down the slope and minimize erosion. Embankments were constructed near the top of the slope to capture and slowly release runoff. The basins will reduce future erosion and sedimentation. The project was approved for funding at the April 5, 2018 Board meeting at 75% cost share not to exceed \$27,300 and based on a cost estimate of \$36,400. The contract was amended at the November 1, 2018 Board meeting to extend the completion deadline to December 6, 2018. The final project cost was \$32,844.75.

18.137 Motion by Chamberlain, second by Johnson to approve final payment to Angela Beissel (18-IPP-06) for installation of two water and sediment control basins in Section 1, Hampton Township, Vermillion River Watershed at \$24,633.56 not to exceed 75%. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

7.2 Authorization to Provide Final Payment to Nick Weiland for Installation of Grassed Waterway

Coudron stated that Nick Weiland has completed installation of 1,000 foot grassed waterway. Gully erosion was occurring outside of an existing grassed waterway where sediment had built up and prevented runoff from reaching the waterway. Trees were removed from the project area before constructing the redesigned waterway. The grassed waterway was shaped and seeded with a perennial grass mixture immediately after grading. Straw mulch and erosion control blanket was installed to protect the bare soil until vegetation establishes. Basically, a full reconstruction of the waterway was completed to restore function and reduce future erosion. The project was approved for funding at the August 2, 2018 Board meeting at 75% cost share not to exceed \$7,875 and based on a cost estimate of \$10,500. Final project cost was \$13,552.60.

18.138 Motion by Chamberlain, second by Johnson to approve final payment to Nick Weiland (18-IPP-08) for installation of grassed waterway in Section 3, Hampton Township, Vermillion River Watershed at \$7,875 not to exceed 75%. Members voting in favor: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

7.3 Authorization to Amend Contract with Angela Beissel for Installation of Grassed Waterway

Coudron stated that Angela Beissel has started construction of a grassed waterway; however, the weather has prevented final grading, seeding, and stabilization of the project. Angela Beissel is requesting a contract extension to allow for completion of the waterway. The contract amendment would extend the contract completion date from December 6, 2018 to June 1, 2019. No other changes to the cost share contract are proposed.

18.139 Motion by Chamberlain, second by Dee to amend contract with Angela Beissel (18-IPP-14) to revise the completion date to June 1, 2019. All members voting in favor. Motion carried.

8. Community Development Committee

8.1 Authorization to Submit Application to the Minnesota Conservation Corps for Crew Labor Program

Coudron stated that Minnesota SWCDs will again have the opportunity to apply for crew labor from the Minnesota Conservation Corps in 2018. Applications are due December 15th. The crew labor program involves obtaining “hands on” labor crews to assist with project installations and maintenance over a period of days or weeks. The application does not request a funding amount. Rather it requests a number of days you will need labor crews to complete specific projects. He noted that this request is approximately 26 crew days. Staff is currently coordinating with Dakota County Parks Department to prioritize projects and draft applications for crew labor that would look to install new stormwater components at county facilities and provide improvements to existing stormwater practices.

18.140 Motion by Chamberlain, second by Johnson to authorize submittal, and execute if awarded, grant applications to the Conservation Corps of Minnesota for Conservation Corps Crew Labor. Motion carried.

8.2 Landscaping for Clean Water Program Year-End Summary

Dengate provided the 2018 Landscaping for Clean Water Program Summary. She stated that 20 workshops were held, 302 individuals attended an introductory workshop and 172 households attended the design courses. Staff completed 82 native plantings or rainwater garden layouts and 68 were successfully finished. She added that over the 11 years of the program; there were 4,194 workshop participants and 494 projects installed. She also provided some results from the participant survey.

9. Finance Committee

8.1 Adopt 2019 Health and Dental Benefits

Watson stated the premiums for health and dental plans are shared by participating employees and the SWCD as the employer. The health and dental plans that were offered last year are available again this year. Health insurance costs are increasing 4.20% and 4.03% based on the plan selected. However, the family deductible amounts will be lower in 2019. Dental insurance is increasing 3%. The Finance Committee recommendation is to retain Preferred One for medical insurance and Health Partners for dental insurance. As well as holding the employee monthly cost the same as last year, however, lowering the HSA employee credit due to the lower deductibles. Two medical plan options will be available to employees to include: G.PIC 1500.100.25 Option and the G.PIC 2000.100 HSA Option. It is further recommended that the following health and dental benefits employee costs for 2019 are:

<u>Health Insurance</u>	<u>Employee Monthly Cost</u>	<u>HSA Plan Employee Credit</u>
Single	\$35	\$1,000
Single Plus One (child)	\$150	\$2,700
Single Plus One (spouse)	\$170	\$2,700
Family	\$325	\$3,000

<u>Dental Insurance</u>	<u>Employee Monthly Cost</u>
Single	\$20
Family	\$40

18.141 Motion by Dee, second by Johnson to select PreferredOne (Medical) ad Health Partners (Dental) as insurance providers for 2019, with the costs listed above. All members voting in favor. Motion carried.

Dee added that the Finance Committee felt as long as the insurance costs remain down; we are in favor of keeping the SWCD plan, knowing that there may be the option to join the county plan in the future.

8.2 Adopt 2019 Merit Compensation Policy and Plan

Watson stated that the 2019 Merit Compensation Policy and Plan was approved by the Dakota County Board of Commissioner’s at their November 27 meeting. The 2019 Merit Compensation Policy and Plan is based on the need to provide compensation for employees to reflect market considerations within projected budget limitations. The SWCD has adopted Dakota County’s Merit Compensation Policy and Plan

by reference but takes independent action to approve salary increases as indicated under the Merit Matrix chart (Page 9). The 2019 salary ranges (Page 10) reflect a 2% cost of living increase. The 2019 Merit Matrix (Page 9) includes salary increase of 0% to 6.5% based on employee performance and where the employee is on the salary range of the position classification. It also includes a lump sum where employees are above the midpoint of salary range. Based on current 2018 budget projections and 2019 anticipated budget, the Finance Committee recommends adoption of the 2019 Merit Compensation Policy and Plan as approved by the Dakota County Board of Commissioners.

18.142 Motion by Dee, second by Johnson to approve the 2019 Merit Compensation Policy and Plan as presented. All members voting in favor. Motion carried.

8.3 Adopt 2019 Budget

Watson stated that Staff has updated the draft 2019 budget which was presented at the November Board meeting. Both anticipated revenues and expenses for 2019 have increased approximately 1% from 2018. The proposed 2019 budget estimates \$1,457,965 in revenue and \$1,454,100 in expenses with a net budget increase of \$3,965. The budget will change during the year. The forecasted budget is based on past history with our partnering organizations under fee for service programs as well as known revenues or expenses. Different than in previous years, we have no competitive grant applications pending that might impact our 2019 and future year budgets if awarded. Rather, with the new watershed based funding approach, we have incorporated to the best of our knowledge what anticipated revenues and expenses can be expected over the course of 2019.

Watson noted that revenue line items were added for watershed based funding agreements with the Eagan-Inver Grove Heights WMO, Lower Mississippi River WMO, and the North Cannon River WMO.

8.143 Motion by Dee, second by Johnson to adopt the 2019 Budget as presented. All members voting in favor. Motion carried.

10. Personnel Committee

10.1 Authorization to Fill Vacancy

Watson stated that the Personnel Committee met after the October Board meeting to discuss our current organizational structure which includes 11-full time positions. Due to the resignation of our Program Specialist, we have had a vacancy since September. The Finance Committee met on October 31 to review our draft 2019 budget and further discuss staffing options and filling the existing vacancy. There was consensus to fill the vacancy with a support staff position that can assist with day to day operations of the office. Upon authorization to fill the vacancy, coordination with Dakota County Employee Relations will occur to begin the hiring process. It is anticipate that the position would be filled by mid-February or early March.

18.144 Motion by Chamberlain, second by Dee to authorizing the filling of the support staff vacancy, in coordination with Dakota County Employee Relations. All members voting in favor.

11. Committee of the Whole

11.1 Authorization to Execute Agreement with the Lower Mississippi River Watershed Management Organization

Barten stated the staff has drafted and presented a 2019 work plan and budget to the Lower Mississippi River Watershed Management Organization (LMRWMO) Board of Managers. The work plan and budget includes administration, education and outreach, and technical assistance and project implementation, and water quality monitoring services to the LMRWMO for the 2019 calendar year. The work plan and budget includes a total agreement not to exceed \$51,040. The LMRWO approved the 2019 work plan and budget at their November 14 meeting.

18.145 Motion by Chamberlain, second by Johnson to approve and authorize execution of 2019 agreement with the Lower Mississippi River Watershed Management Organization. All members voting in favor. Motion carried.

11.2 Authorization to Execute Agreement with the Lower Mississippi River Watershed Management Organization for Implementing FY19 Watershed Based Funding Grant from Board of Water and Soil Resources

Barten stated that staff has drafted and presented a work plan to the Lower Mississippi River Watershed Management Organization (LMRWMO) Board of Managers to assist with implementing their FY19 BWSR grant under the pilot watershed based funding program. The work plan includes grant administration, project development, and education services. The work plan and budget includes a total amount not to exceed \$37,880. The LMRWMO Board approved the 2018-2021 work plan and budget at their November 14, 2018 meeting. The term of the agreement will coincide with the BWSR grant agreement, which is 3 years, ending on December 31, 2021.

18.146 Motion by Chamberlain, second by Johnson to approve and authorize execution of 2018-2021 agreement with the Eagan Inver Grove Heights Watershed Management Organization. All members voting in favor. Motion carried.

11.3 Authorization to Execute Agreement with the North Cannon River Watershed Management Organization

Watson stated the staff has drafted and presented a 2019 work plan and budget to the North Cannon River Watershed Management Organization (NCRWMO) Board of Managers. The work plan and budget includes administration, education and outreach, water quality monitoring and implementation of cost share dollars for the NCRWMO during the 2019 calendar year. The work plan and budget includes a total agreement not to exceed \$27,498. The NCRWMO Board approved the 2019 work plan and budget at their November 14, 2018 meeting.

18.147 Motion by Dee, second by Skog to approve and authorize execution of 2019 agreement with the North Cannon River Watershed Management Organization. All members voting in favor. Motion carried.

11.4 Authorization to Execute Agreement with the North Cannon River Watershed Management Organization for Implementing FY19 Watershed Based Funding Grant from Board of Water and Soil Resources

Watson stated that Staff has drafted and presented a work plan to the North Cannon River Watershed Management Organization (NCRWMO) Board of Managers to assist with implementing their FY19 BWSR grant under the pilot watershed based funding program. The work plan includes grant administration, project development, agricultural practices, a subwatershed analysis and drainage water management outreach. The work plan and budget includes a total agreement not to exceed \$136,520. The NCRWMO Board approved the 2018-2021 work plan and budget at their November 14, 2018 meeting. The term of the agreement will coincide with the BWSR grant agreement which is 3 years or December 31, 2021.

18.148 Motion by Johnson, second by Chamberlain to approve and authorize execution of 2018-2021 agreement with the North Cannon River Watershed Management Organization. All members voting in favor. Motion carried.

11.5 Authorization to Execute Agreement with the Black Dog Watershed Management Organization

Albright stated the staff has drafted and presented a 2019 work plan and budget to the Black Dog Watershed Management Organization (BDWMO). The work plan and budget includes Education and Outreach and Project Implementation services for the 2019 calendar year. The work plan and budget includes a total agreement amount not to exceed \$25,400. The BDWMO Board approved the 2019 work plan and budget at their May 16 meeting and as part of their budgeting process.

18.149 Motion by Johnson, second by Skog to approve and authorize execution of 2019 agreement with the Black Dog Watershed Management Organization. All members voting in favor. Motion carried.

11.6 Authorization to Execute 5-Year Joint Powers Agreement with Dakota County

Watson stated staff has been working with County staff to revise our existing 5-year joint powers agreement (JPA) which expires at the end of calendar year 2018. The JPA outlines services the County provides to SWCD and services the SWCD provides to Dakota County. This is the 4th generation five-year agreement with Dakota County which was first established in 2004. There have been some changes to this version of the JPA. Highlights include:

- The SWCD can now also utilize County Physical Development Division staff for fee-for service technical assistance.
- A provision was added that allows both County and SWCD to enter into one or more separate agreements when funds have been allocated through annual budget process; this was done for addressing grants that may be obtained during the five-year term that are not anticipated under Attachment 1.
- SWCD provision of County Agricultural Inspector Services to the County was reinstated (Appendix A).
- SWCD and County provision of services on fee-for service basis was updated (Appendix D).
- Attachment 1 was modified to eliminate specific references to programs and cost estimates over the 5-year term. The total 2019 charges for services the SWCD can provide to Dakota County is capped at \$250,000. However, in subsequent years this cap can be modified pending outcomes of annual budget process.

The Dakota County Board of Commissioners approved the JPA at their November 27 meeting.

Dee added that continuing this agreement is a result of the relationship that has been established between the SWCD and the County and she commended staff for that.

18.150 Motion by Chamberlain, second by Johnson to execute the 5-Year Joint Powers Agreement with Dakota County. All members voting in favor. Motion carried.

11.7 Establish Board Meeting Schedule for 2019

Watson stated that Board Meetings have been the first Thursday of the month for as long as he can recall. He further stated that with the meeting on the first Thursday, there are times when the District is at a slight disadvantage with some deadlines that occur during the year. Watson questioned the possibility of having the meetings on the second Thursday of the month.

Dee stated that she has a conflict with the second Thursday of the month through September of 2019. Chamberlain added that may have some potential conflicts with a few of the months during 2019. The preferred start time was 9:00 a.m. After some discussion, the consensus was to keep the schedule the same, with exceptions as needed.

18.151 Motion by Chamberlain, second by Johnson that the regular Board meetings for 2019 be scheduled for the first Thursday of the month at 9:00 a.m. The July Board Meeting was scheduled for Wednesday, July 3, 2019 due to the 4th of July Holiday on first Thursday of July. It was noted that meeting schedule is subject to e change. All members voting in favor. Motion carried.

12. Announcements and Reports

Natural Resources Conservation Service

Michelle Wohlers provided the Natural Resources Conservation Services (NRCS) agency report. She stated that the EQIP program deadline is January 18, 2019. They will have one month to rank and score all applications received. The NRCS will also internally prioritize the applications they receive. The guidelines for prioritization have not been announced.

Wohlers added that the Farm and Ranchland Easement reviews have been released and they will all be completed off-site this year.

Troy Daniels was at the NRCS office last week to learn about the programs in Dakota, Washington and Ramsey. He had a chance to see the new GSA spacing guidelines in person.

Statewide, the NRCS is working under four areas, reduced from six. When the re-organization is finalized they will have eight to ten staff, for their team of seven counties, to address the clients. The Area Team Lead to be housed in Faribault has not been advertised yet.

Watson added that he would like to discuss the possibility of working together with funding opportunities and coordinating deadlines.

Dakota County

Brad Becker provided the Dakota County report. He stated that in 2012, the County enforced 50 buffers on public waters within county jurisdiction; which is the shoreland and floodplain areas in townships, not cities. The County partnered with SWCD on enforcing the buffer rule. Then in 2014, a statewide initiative required 50 buffers on all public waterways and 16 foot buffers on ditches statewide. In 2017, the State determined that counties must enforce the buffer rule or the State would take over enforcement. At that time, the County elected to enforce the buffer rule. Over last winter and spring, the county and SWCD worked together to identify the need of buffers in cities. This included Farmington, Lakeville, Vermillion, and Hastings. An inventory was generated and landowners were contacted if they were noncompliant. The State allowed a waiver to defer installation from June 1 to November 1, 2018. With this November 1 deadline, he noted that all but 12 parcels have been seeded with buffers. Staff are now working with those landowners to develop a contract, with stipulations, such as prior to planting row crops this spring they must plant their buffers. They anticipate full compliance should be reached by this spring.

Becker also stated that annually, they hire a contractor to complete the aerial photography for the rural areas. The timeline for this is after harvest and prior to snow fall; it takes about four days to complete, and blue skies are preferred. He added there was not enough blue skies this fall to complete the aerial imagery.

Becker stated that they are partnering with county transportation to generate 14 "Cannon River Crossing" signs to be placed where DNR protected waters that cross state highways. The final details for the signage are in process and on schedule for spring completion.

Metropolitan Conservation Districts Joint Powers Board

Zanmiller provided the Metropolitan Conservation District Joint Powers Board report. She stated that the meeting was held on November 28 and the afternoon snow caused many delays and absences. However, a quorum was reached. The FY19 NPEAP and the FY19 ESTS Grant Agreement and Work Plans were approved.

The agreement with the Minnesota Department of Agriculture to be a regional partner and assist with the Minnesota Agriculture Water Quality Certification Program was extended from December 31, 2018 to December 31, 2019.

Zanmiller noted that Chair Zabel sent a letter to the Ramsey County Commissioners inviting them to the meetings and ask that they appoint a commissioner to represent them.

Minnesota Association of Soil and Water Conservation Districts

Zanmiller reported on the Mero Area (Area 4) meeting held on November 16. She stated that Doug Schoenecker, Scott SWCD Supervisor was elected as the Area 4 Director. Troy Daniel spoke about the NRCS reorganization that is currently underway. Teresa McDill, MPCA along with Brian Livingston, Supervisor of East Central Watershed Unit presented on Statewide Chloride Management, TMDLS and 1W1P Concerns, and 319 Focus Changes.

Tom Gile provided updates on the State Buffer Law Compliance and Soil Loss Ordinance. Leann Buck provided updates on MASWCD activities. Lastly, Doug Thomas spoke about BWSR audits. He also stated that there is funding available to support Districts hosting field days.

Watson distributed information on the MASWCD Annual Meeting scheduled for December 9-11.

Cannon River One Watershed, One Plan Policy Committee

There was no Cannon River One Watershed, One Plan Policy Committee report.

District Managers Report

Watson congratulated Dee and Johnson on their re-election to the SWCD Board. Watson also requested to schedule the second meeting for December.

18.152 Motion by Chamberlain, second by Johnson to schedule a Special Board Meeting for Thursday, December 20 at 9:00 a.m. All members voting in favor. Motion carried.

Board of Supervisors Report

There no Board of Supervisor reports.

13. Upcoming Meetings and Events

Zanmiller noted upcoming events.

14. Adjourn

18.153 Motion by Dee, second by Skog to adjourn the meeting. All members voting in favor. Motion carried.

The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Chelsea Skog, Secretary