



## MEETING MINUTES

### BOARD OF SUPERVISORS MEETING

#### DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, December 20, 2018

9:00 a.m.

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

**Board Members Present:**

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

**SWCD Staff Present:**

Brian Watson  
Lana Rotty  
Curt Coudron  
Ashley Gallagher  
Liz Dengate

**Others Present:**

**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**

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

**5. Secretary's Report – December 6, 2018 Board Meeting Minutes**

**18.155** Motion by Chamberlain, second by Johnson to approve the December 6, 2018 Meeting Minutes. All members voting in favor. Motion carried.

## 6. Treasurer's Report

### 6.1 December 20, 2018 Accounts Payable

**18.156** Motion by Dee, second by Johnson to approve the December 20, 2018 Accounts Payable. Members voting in favor: Chamberlain, Zanmiller, Johnson, Dee. Motion carried.

## 7. Rural Lands Committee

### 7.1 Authorization to Provide Final Payment to Nick Weiland for Establishment of Cover Crops

Coudron stated that Nick Weiland has completed the installation of cover crops on 24 acres. The project was approved for funding at the October 4, 2018 Board meeting with an incentive payment not to exceed \$2,520. A cover crop of winter cereal rye was planted after crops were harvested.

**18.157** Motion by Chamberlain, second by Johnson to approve final payment to Nick Weiland for installation of cover crops in Section 3, Hampton Township, Vermillion River Watershed at \$35 per acre, not to exceed \$2,520. Members voting in favor: Zanmiller, Johnson, Dee, Chamberlain. Motion carried.

## 8. Community Development Committee

### 8.1 Authorization to Amend Agreement with the Lower Mississippi River Watershed Management Organization for Services related to Implementing a FY16 Grant from the Minnesota Board of Water and Soil Resources

Watson stated that the Lower Mississippi River Watershed Management Organization (LMRWMO) was awarded a FY16 Clean Water Fund grant for two separate activities. The SWCD assisted the LMRWMO with developing the applications, obtaining work plan approvals, and executing a single grant agreement with the Minnesota Board of Water and Soil Resources (BWSR). This executed BWSR grant with the LMRWMO includes alum treatments in Lake Augusta located in the City of Mendota Heights and Sunfish Lake located in the City of Sunfish Lake and stormwater improvements to Thompson Lake located in the City of West St. Paul.

In June of 2016, the SWCD executed an agreement with the LMRWMO for services related to implementing these activities under the grant award. This agreement identified grant administration and project development tasks to be performed by the SWCD at a cost not to exceed \$42,900.

In March of 2017, both the LMRWMO and SWCD Board approved an amended agreement with additional services related to education and outreach and stakeholder participation. This amended agreement increased the level of services provided by the SWCD and the not to exceed amount to \$74,850.

The FY16 BWSR grant that the LMRWMO is working under has a completion deadline of December 31, 2018. Work is still ongoing under both activities and the LMRWMO requested a one year grant extension from BWSR to complete the work. This grant extension has been approved and executed by the LMRWMO and the BWSR.

The current agreement between the LMRWMO and the SWCD for services related to the grant also has a deadline of December 31, 2018. The LMRWMO Board approved amending our existing agreement at their November 14, 2018 meeting by extending it to December 31, 2019.

**18.158** Motion by Dee, second by Johnson to amend agreement with the Lower Mississippi River Watershed Management Organization for Services related to Implementing a FY16 Clean Water Fund Grant to extend the completion date to December 31, 2019. All members voting in favor. Motion carried.

## 9. Committee of the Whole

### 9.1 Review and Accept Financial Audit for Fiscal Year 2017

Watson stated that at the January 2018 Board Meeting, the Board of Supervisors approved entering into an engagement letter with Peterson Company, Ltd. to perform the financial audit for fiscal year ending December 31, 2017. The audit was full scope in nature, resulted in audited financial statements, provided auditor's opinion on the financial statements, and reported on internal control and compliance.

During the audit it was revealed that we did not have sufficient collateral to comply with Minnesota Statute. We contacted the Castle Rock Bank and obtained sufficient collateral back in May of 2018. The audit report under Subd. 7 identified this noncompliance issue and that it has been corrected.

The Office of the State Auditor has completed their review and approval process and noted two items that Peterson Company Ltd. needed to correct prior to proceeding with final issuance of the audit report. The final audit report was included in the Board Meeting packets.

**18.159** Motion by Chamberlain, second by Johnson to accept the Fiscal Year 2017 Financial Audit as conducted by Peterson Company Ltd and reviewed by the Office of the State Auditor. All members voting in favor. Motion carried.

### **9.2 Discuss Draft Education and Outreach Plan**

Dengate provided an overview of the draft Education and Outreach Plan. She also surveyed the Board for priorities, edits and comments in the plan. This plan is a 3 year plan and reprioritizing and revisions will be made at that time. Dengate asked the Board for preliminary thoughts on the plan. Zanmiller expressed that the plan was encompassing and very thorough and appreciated the definitions section. Dee added that May Davenport, presenter at MASWCD Convention, gave a very relevant presentation and how it correlated to the education and outreach plan, including having the "right" person to reach different audiences. The Board then participated in the education and outreach plan survey. Discussion on ranked priorities followed. Dee and the Board commended Dengate on the work she has been doing in the short time she has been here.

### **13. Upcoming Meetings and Events**

Zanmiller noted upcoming events. Watson stated that he the Office Specialist Vacancy has been posted and is open until January 11, 2019. He was contacted by the Dakota County Elections Office and they will be present at the January 3, 2019 Board Meeting to administer the Oath of Office to the recently elected Board Supervisors. Watson distributed information received from the Minnesota Campaign and Finance Board to each of the Supervisors. Watson also asked the Board their preference on holding a strategic planning session with the Board, all staff, and some partners. The Board was in favor of Watson moving forward with the scheduling of a strategic planning meeting. Lastly, the Personnel Committee scheduled to meet to conduct the District Managers review.

### **14. Adjourn**

**18.160** Motion by Dee, second by Johnson to adjourn the meeting. All members voting in favor. Motion carried.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Chelsea Skog, Secretary