



AGENDA

Dakota County Soil and Water Conservation District Board of Supervisors Meeting

January 5, 2017 - 8:30 a.m.

Conference Room A – Dakota County Extension and Conservation Center

4100 220th Street Farmington, MN 55024

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Administration of Oath of Office** to Conservation District Elected Officials
4. **Election of 2017 Officers**
5. **Audience**
Anyone in the audience wishing to address the Board regarding an item that is not on the agenda may come forward at this time. Comments are limited to five minutes.
6. **Approval of Agenda** (Additions/Corrections/Deletions)

CONSENT AGENDA

To be adopted under one motion unless request to be move to Regular Agenda for discussion

7. **Designate 2017 Financial Depositories** as Vermillion State Bank and Castle Rock Bank
8. **Designate 2017 Official Newspaper** as Farmington Rosemount Independent Town Pages
9. **Amendment of District Board Operating Rules** and Guidelines
10. **Approve 2017 Membership Dues**
 - 10.1 Metropolitan Conservation Districts Joint Powers Board
 - 10.2 Minnesota Association of Soil and Water Conservation Districts
 - 10.3 National Association of Conservation Districts

REGULAR AGENDA

11. **Secretary's Report**
 - 11.1 December 19, 2016 Board Meeting Minutes Action
12. **Treasurer's Report**
 - 12.1 January 5, 2017 Accounts Payable Action
13. **Authorization to Execute Agreement** with the Lower Minnesota River Watershed District for Services Action
14. **Authorization to Execute Agreement** with the Vermillion River Watershed Joint Powers Organization for Services Action

15. Establish Board Committees and Assignments for 2017 Action

16. Establish Board Meeting Schedule for 2017 Action

17. Interagency Announcements and Committee Reports

- Natural Resources Conservation Service
- Dakota County Environmental Resources
- Minnesota Association of Soil and Water Conservation Districts
- Metropolitan Conservation Districts Joint Powers Board
- Cannon River One Watershed, One Plan Policy Committee

18. Upcoming Events

- | | |
|------------------|---|
| January 5, 2017 | Soil and Water Conservation District Board Meeting
Conservation Center, Farmington – 8:30 a.m. |
| January 18, 2017 | Black Dog Watershed Management Organization Meeting
Burnsville Maintenance Facility, 13713 Frontier Court – 5:00 p.m. |
| January 25, 2017 | Vermillion River Watershed Joint Powers Board Meeting
Dakota County Western Service Center 3 rd Floor, Apple Valley – 1:00 p.m. |

19. District Managers Report

20. Adjourn

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Request for Board Action

Roll Call Vote

Meeting Date: 1/5/2017

Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Designate financial depositories for the calendar year.

SUMMARY:

The Office of the State Auditor recommends that on the first meeting of a calendar year, local government entities designate official depositories for the entities funds.

Staff is recommending we continue to have our primary financial institution be the Castle Rock Bank located in Farmington and our secondary financial institution be the Vermillion State Bank located in the cities of Vermillion, Inver Grove Heights, Hastings, Rosemount and Miesville.

EXPLANATION OF FISCAL/FTE IMPACT:

None

Supporting Documents:

None

Previous Board Action:

None

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Request for Board Action

Roll Call Vote

Meeting Date: 1/5/2017
Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Designate official newspaper for the calendar year.

SUMMARY:

The SWCD can be required to print mandatory public notices under State law. To reduce the costs of printing in multiple newspapers, it is recommended that an official newspaper be designated for this purpose. When State law requires public notices, other media outlets will be utilized including our web site and posting materials within the building.

This requested Board action does not include our routine press releases which are sent to multiple media outlets. We have used the Farmington Rosemount Independent Town Pages as our official newspaper in the past.

Staff is recommending that we continue to use the Farmington Rosemount Independent Town Pages as our official newspaper for 2017.

EXPLANATION OF FISCAL/FTE IMPACT:

None

Supporting Documents:

None

Previous Board Action:

None

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Request for Board Action

Roll Call Vote

Meeting Date: 1/5/2017
Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Amend Board Operating Rules and Guidelines.

SUMMARY:

Annually the Board of Supervisors adopts Operating Rules and Guidelines. The only significant change proposed, other than updating Board members and dates, was under Article 1(3)(1) Terms of Office. The language was modified to include the recent redistricting and to clarify which Districts will serve four-year terms and which Districts will serve two-year terms.

EXPLANATION OF FISCAL/FTE IMPACT:

None

Supporting Documents:

Dakota County SWCD - 2017 Operating Rules and Guidelines

Previous Board Action:

None

Dakota County Soil and Water Conservation District
Board of Supervisors

2017 Operating Rules and Guidelines



Vision

Clean Water - Healthy Soil

Mission

Partners in Land and Water Conservation

Dakota County Soil and Water Conservation District
Board of Supervisors
2017

District I		Kevin Chamberlain
District II		Laura Zanmiller
District III		Chelsea Skog
District IV		Bruce Johnson
District V		Jayne Hager Dee

Office of the Board of Supervisors
Dakota County Extension and Conservation Center
4100 220th Street West, Suite 102
Farmington, MN 55024
651-480-7777
www.dakotaswcd.org

The Board of Supervisors Operating Rules and Guidelines
Was adopted by Board action on January 5, 2017

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD OF SUPERVISORS

RULES OF THE BOARD OF SUPERVISORS

INTRODUCTION

The Dakota County Soil and Water Conservation District (SWCD) is a soil and water conservation district established and operated pursuant to Chapter 103C of Minnesota Statutes and governed by an elected Board of Supervisors (Board). These rules are intended to facilitate the transaction of business by the SWCD Board and its committees.

These rules shall become effective upon passage by the SWCD Board. Acceptance of the office of a SWCD Supervisor constitutes acceptance of the obligation to abide by these Rules.

ARTICLE 1

TRANSACTING THE BUSINESS OF THE SWCD

1. Organizational Structure. The Board shall manage the business and affairs of the SWCD. It is collectively the responsibility of the Board to make policy and oversee the implementation of policy as the governing authority for the SWCD. An individual Supervisor has no authority to act on behalf of the Board or the SWCD, except to the extent such authority is expressly conferred upon him/her by a majority of the Board. The Board implements its policies by hiring, supervising and directing the District Manager. The District Manager is responsible for implementing policies adopted by the Board and for hiring, supervising and directing the staff of Dakota County SWCD.

2. Vacancies. A vacancy in the Board resulting from the death, resignation, removal or disqualification of a Supervisor shall be filled by a majority vote of the remaining members of the Board, although less than a quorum. A Board Supervisor so elected shall serve until a successor is elected.

3. Officers and Committees

- 1. Terms of Office.** Based on Approved Board of Supervisors Redistricting Plan, the term for each Board member serving in Districts 1, 2, and 3 shall be four-years; and the term for each Board member serving in Districts 4 and 5 shall be two-years, and

four-year terms upon subsequent election; pursuant to Minnesota Statute.

2. **Chair.** In addition to such other powers or duties as the Board may stipulate, the Chair shall preside over the debate. The Chair shall sign all contracts and agreements on behalf of the SWCD or designate such authority. The Chair shall have such other powers as may be granted by Minnesota law.
 3. **Vice Chair.** If the Board shall appoint a Vice Chair, the Vice Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair, and shall perform such other duties as the Board may prescribe.
 4. **Treasurer.** In addition to such other powers or duties as the Chair or the Board may prescribe, the Treasurer shall have such other powers as may be granted by Minnesota law.
 5. **Secretary.** The Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book kept for that purpose. The Secretary shall also perform such other duties prescribed by the Board.
 6. **Public Relations and Information Officer.** The Public Relations and Information Officer shall examine ways to publicize SWCD activities. The Public Relations and Information Officer shall also perform such other duties as prescribed by the Board.
 7. **Committees.** The Board may establish committees composed of one or more Supervisors to carry out the functions specified in the resolution of the Board establishing the Committee. Committees so established are subject at all times to the direction and control of the Board. These Rules apply to such committees and members of such committees to the same extent as they apply to the Board.
 8. **Vacancy.** If the office of any officer or committee assignment becomes vacant, the Supervisors then in office, although less than a quorum may choose a successor, who shall hold office for the unexpired term in respect of which such vacancy occurred.
- 4. Meetings.** The business of the Board is transacted during meetings and upon a vote of a majority of the Supervisors present. Board meetings shall be conducted in accordance with Minnesota Statutes Sections 103C.301-.335, the Minnesota Open Meeting Law, the Minnesota Government Data Practices Act and current version of Robert's Rules of Order.

1. **Organizational Meeting.** Each January, the Board shall conduct an organizational meeting, which may be a regular monthly meeting, at which the Board shall elect a Chair, Vice Chair, Treasurer, Secretary, and Public Relations and Information Officer.
2. **Notice.** Meetings of the Board may be convened only after proper notice. The type of notice depends upon the type of meeting. The regular meeting of the Board shall be held on the dates and at the place and time established by the Board. The date, time and place of regular meetings shall be posted or published. If the time or place of a regular meeting is changed, notice of the time and place of the meeting must be given in the manner of a special meeting. Special meetings may be called by the Board Chair or upon the written request of any three Board members. Notice of special meetings shall be given to Board members (and the public in the manner described by the Open Meeting Law) by mail at least 72 hours before the meeting. Emergency meetings may be called only in situations that demand the immediate attention of the Board. Notice of the emergency meetings shall be given by telephone or any other available means as soon as is practical prior to the meeting. The notice of a special or emergency meeting must include a description of the business to be conducted. The business transacted at a special or emergency meeting shall be limited to items specifically contained in the notice of the meeting. The District Manager shall provide to Supervisors at least three days prior to a regular meeting agendas and relevant printed materials to be received and/or discussed at the meeting.
3. **Quorum.** A majority of the total number of Supervisors constitutes a quorum. No business may be conducted by the Board unless a quorum is present.
4. **Actual Attendance Required.** Actual attendance is required in order to cast a vote or to meet quorum requirements. Votes may not be cast by proxy. Failure to attend more than five (5) meetings in a row without a reasonable excuse shall constitute neglect of duty within the meaning of Minn. Stat. 103C.315 and shall subject the Supervisor to the sanctions set forth in these Rules.
5. **Decorum at Meetings.** Board members are expected to conduct themselves at Board meetings in a pleasant, polite, courteous and respectful manner. Board members shall refrain from speaking until the chair has recognized them, and shall strive not to speak while another Board member, a staff member or a member of the public has the floor.

There shall be no name-calling or profanity. Indecorous language or behavior shall be grounds for the imposition of sanctions as set forth in these Rules.

5. Government Data. The government Data Practices Act, Minn. Stat. Ch. 13, applies to SWCD. The Act specifies that each public body must designate a "responsible authority" to handle requests for data. The "responsible authority" for the SWCD is the District Manager. Thus, all requests or inquiries regarding SWCD data received or made by a Board member must be forwarded to the District Manager. The District Manager shall be responsible for searching for the data, classifying the data within the scope of the request and for making the specific response to the request for data. The District Manager and SWCD staff are obligated to provide a Supervisor with data he/she needs in order to carry out his/her duties as a Supervisor. Thus, SWCD data should not be accessed or modified by a Supervisor.

ARTICLE 2 RULES OF CONDUCT

1. Employee Policies Applicable to Supervisors. The following policies set forth in Dakota SWCD Policy and Procedures Manual or County Policy shall apply to Board members:

- Personal Use of County or SWCD Property (County Policy (1011))
- Sexual and General Harrassment (County Policy 3042)
- Safe and Healthy Workplace (County Policy 3282)
- Travel on County Business (County Policy 3340)

However, the disciplinary portions of these policies shall not apply to Supervisors. A Supervisor who violates any of these policies shall be considered to have engaged "malfeasance" or "neglect of duty" within the meaning of Minn. Stat. § 103C.315 and may be sanctioned as set forth in these Rules.

1. **Action in furtherance of Mission.** The Board is a policy-making body and must act as a majority when making any determinations. Therefore, it is imperative that each Board member act in a manner consistent with and in furtherance of the policies, mission and core values established by the majority of the Board. Therefore, when a Supervisor appears in public and speaks on any issue concerning the SWCD and/or its general mission or specific projects or practices, such Board Supervisor shall express the official Board position on the issue. If a Board Supervisor personally disagrees with the Board's position, the Board member shall only express his/her personal opinion if

the Board member first:

- Presents the official position of the Board;
- Clearly explains that his/her personal position is the minority position; and
- Explains that s/he is speaking as a citizen rather than expressing the opinion of the Board.

2. Per Diem and Reimbursement of Travel Expenses Incurred on Behalf of the SWCD. A supervisor shall receive compensation for services up to \$75 per day, and may be reimbursed for expenses, including traveling expense, necessarily incurred in the discharge of duties. A supervisor may be reimbursed for the use of the supervisor's automobile in the performance of official duties at a rate up to the maximum tax-deductible mileage rate permitted under the federal Internal Revenue code. (Mn Statutes 103C.315 Subd.4.) Approval must be obtained from the Board for all out-of-state travel. All reimbursements for travel related expenses require the appropriate receipts.

The following organizations and agencies are recognized as being fundamental partners in the SWCDs activities for which attendance of functions shall be presumed to be in furtherance of the goals of the SWCD:

- Dakota County Board of Commissioners
- Dakota County Watershed Organizations, Cities and Townships
- Minnesota Association of Soil and Water Conservation Districts
- Metropolitan Conservation Districts Joint Powers Board
- Minnesota Board of Water and Soil Resources
- Minnesota Department of Agriculture
- Minnesota Department of Natural Resources
- Minnesota Pollution Control Agency
- Minnesota Legislature
- National Association of Conservation Districts
- Natural Resources Conservation Service

Board members may attend meetings of the aforementioned organizations and agencies and may be eligible for the collection of per diem payments and reimbursement of appropriate travel expenses without obtaining prior approval by the Board. However, approval must be obtained from the Board for all out-of-state travel. All reimbursements for travel related expenses require the appropriate receipts.

2. Interaction with SWCD Staff.

1. **Direction and Assignment of Work.** The Board shall direct and assign the work of the District Manager. The District Manager shall direct and assign the work of all other SWCD staff.
2. **Supervision, Evaluation and Discipline of Staff.** While a Supervisor may provide input to the District Manager, the District Manager and not the Board shall be responsible for the supervision, evaluation and discipline of individual staff members. However, nothing shall preclude the District Manager from eliciting the assistance of the Board, an Officer or an individual Supervisor in the performance of the District Manager's duties as personnel manager.
3. **Problem Resolution.** If a problem arises between a Supervisor and a staff person, it is expected that the individuals involved will seek to resolve the problem promptly. If they are unable to resolve the problem, the District Manager shall intervene. It is the responsibility of the District Manager to deal with the involved staff member and the responsibility of the Board to deal with the involved Supervisor. If a problem arises between the District Manager and a Supervisor, the District Manager and the Board member shall make all attempts to resolve the issue themselves. If sincere and diligent attempts by both parties do not resolve the issue, then the District Manager and the Supervisor shall present the situation jointly to the Board of Supervisors. The Board shall resolve all such disputes brought before it and its decision shall be final.

ARTICLE 3 ETHICS POLICY

1. Legislative Purpose. Officials in public service must maintain the highest possible standards of ethical conduct in their transaction of public business. Such standards should be clearly defined and known to the public as well as to local officials. Furthermore, the proper operation of democratic government requires that local officials be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of this government. In recognition of these goals, there is hereby established a Code of Ethics for all Supervisors. The purpose of this Code is to establish ethical standards of conduct for all Supervisors by setting forth those acts or actions that are incompatible with the best interest of the people of Dakota County, and by directing

disclosure by Supervisors of private financial or other interest in matters affecting the County and SWCD.

2. Definitions.

1. *Administrative action* means an action of a nonministerial nature by any Board member.
2. *Legislative action* means introduction, sponsorship, debate, voting and any other official action on any ordinance, resolution amendment, nomination, appointment, report or other matter pending or proposed before the Board.
3. *Candidate* means any individual who files an affidavit of candidacy or petition to appear on the ballot for an elective public office.
4. *Election* means a general, special, primary or special primary election.
5. *Local official* as defined in Minnesota Statutes, Section 10A.01 means a person who holds elective office in a political subdivision or who is appointed to or employed in a public position in a political subdivision in which the person has authority to make, to recommend, or to vote on as a member of the governing body, major decisions regarding the expenditure or investment of public money and shall include the supervisors, who are elected officials.

3. Conflicts of Interest. Any member of the Board who in the discharge of his or her official duties would be required to take an administrative or legislative action or make a decision which would substantially affect his or her financial interest or those of a business with which he or she is associated (hereafter the affected person), unless the effect of the affected person would be no greater than on other members of his or her business classification, profession or occupation, shall take the following actions:

- The affected person shall prepare, on such form as prescribed by the state ethical practices board, a written statement describing the matter requiring action or decision and the nature of his or her potential conflict of interest;
- The affected person shall deliver a copy of the statement to the Chair of the Board;
- If a potential conflict of interest presents itself and there is insufficient time to comply with the provision of subsections (1) and (2), the affected person shall orally inform the Board of the potential conflict. The affected person shall file a written
- Statement as prescribed above within one week after the potential conflict presents itself.
- The affected person shall remove himself or herself, if possible, from influence over

the action or decision in question and assign the matter to a subordinate. The Board may upon request excuse the affected person from taking part in the action or decision in question.

- If the affected person is not permitted or is otherwise unable to abstain from action in connection with the matter, he or she must file with the Chair of the Board a statement describing the potential conflict of interest and the action taken. Such statement must be filed within one week of the action taken.
1. **Representation for a fee.** No Supervisor shall represent a client for a fee before the Board.
 2. **Statement of economic interest.** Each Board member is required to file a statement of economic interest to comply with the Minnesota Campaign Finance and Public Disclosure Board under Minnesota Statute. All statements shall be public data.
 3. **Penalty for false statements.** A report or statement required by this section shall be signed and certified as true by the person required to file the report. Any person who signs and certified to be true a report or statement which he or she knows contains false information, who knowingly omits required information, or who fails to file a report to statement when required by this section, is guilty of a misdemeanor.
 4. **Gifts.** If a person or entity shall offer to give a Supervisor, the Supervisor's spouse or dependent children, and Supervisor shall solicit or receive, anything of value (including a gift, favor or service, or a promise of future employment), which would cause the total value of such things received from the same person or association to exceed one hundred dollars (\$100.00) during any calendar year, and which is either (a) based on any understanding that such Supervisor's vote, official actions or judgment would be influenced thereby, or (b) where the circumstances are such that it could reasonably be inferred that the thing of value would influence the Supervisor in the discharge of his or her duties.
 5. **Confidential information.** No Board member shall use or disclose confidential information gained in the course of or by reason of his or her official position or activities, including by not limited to, any data classified as private, confidential, nonpublic or protected nonpublic pursuant to Minnesota Statutes, Chapter 13, in any way that could result in financial gain for the Board member, members or his or her family, or any business with which he or she is associated.

6. **Violation of Ethics Policy.** Violation of the Ethics Policy shall be considered "malfeasance" or "neglect of duty," and may result in sanctions set forth in these Rules.

ARTICLE 4

SANCTIONS FOR VIOLATION OF THESE RULES

Violation of any portion of these Rules shall be considered "malfeasance" or "neglect of duty," and may result in any or all of the following sanctions:

- Private or Public Censure
- Limitation of the Board member's authority to appear and act on behalf of the Board
- The docking or stripping of the Board member's per diem
- The petition by the Board to the Board of Water and Soil Resources for the removal of the Board member pursuant to Minnesota Statute.

ARTICLE 5

AMENDMENTS TO RULES

These Rules may be amended or repealed by the affirmative vote of a majority of the Board provided that: the text of the proposed change was provided in writing along with the notice of the meeting at which such proposed change is to be considered; and the Board shall not adopt, amend or repeal any Rule to the extent such action causes any Rule to violate Minnesota Statutes, the United States Constitutions or the Constitution of the State of Minnesota.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Request for Board Action

Roll Call Vote

Meeting Date: 1/5/2017
Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Approve Payment of 2017 Membership Dues

SUMMARY:

The Dakota County Soil and Water Conservation District is currently a member of three organizations that require membership dues in order to participate in their programs and activities. These organizations and their annual membership dues for 2017 include:

- Metropolitan Conservation Districts Joint Powers Board (MCD) - \$600
A joint powers entity composed of eleven members including 10 soil and water conservation districts in the twin cities metropolitan area; Anoka, Carver, Chisago, Dakota, Isanti, Ramsey, Scott, Sherburne, Washington, Wright, and 1 County; Hennepin. The MCD provides its members with a number of programs including the distribution of State funds for increasing capacity for engineering assistance. The Dakota SWCD currently serves as the Host District for overseeing their Engineering and Technical Assistance Program.
- Minnesota Association of Soil and Water Conservation Districts (MASWCD) - \$4,611.79
A nonprofit organization that provides a forum for SWCDs statewide to adopt policies and resolutions related to conservation issues. The MASWCD works with various partners such the USDA Natural Resources Conservation Service, State agencies and the legislature to provide programs and funding that promote soil and water conservation districts in Minnesota. The MASWCD also provides educational opportunities to its members so effective conservation programs can be carried out.

Minnesota Association of Soil and Water Conservation Districts - Metro Area (MACD) - \$300
There are 8 MASWCD regions across the State that meet to discuss policy and adopt resolutions at the area level. The MACD members align with members of the Metropolitan Conservation Districts Joint Powers Board.
- National Association of Conservation Districts (NACD) - \$775
A nonprofit organization that provides national leadership and a unified voice for natural resources and conservation.

Staff is seeking authorization to pay 2017 membership dues.

EXPLANATION OF FISCAL/FTE IMPACT:

All 2017 Membership dues have been included into the adopted 2017 budget

Supporting Documents:

None

Previous Board Action:

None



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Monday, December 19, 2016

4100 220th Street, Suite 102

Farmington, Minnesota

Board Members Present:

Laura Zanmiller, Chair

Joe Meyers, Vice Chair

Kevin Chamberlain, Treasurer

Chris Nielsen, Secretary

SWCD Staff Present:

Brian Watson

Lana Rotty

Curt Coudron

Others Present:

Jayne Hager Dee, Supervisor Elect

1. Call to Order

Chair Zanmiller called the meeting to order at 5:10 p.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

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

5. Secretary's Report – December 1, 2016 Board Meeting Minutes

16.141 Motion by Nielsen, Second by Chamberlain to approve the December 1, 2016 Meeting Minutes. All members voting yes. Motion carried.

6. Treasurer's Report

6.1 December 19, 2016 Accounts Payable

16.142 Motion by Chamberlain, second by Nielsen to approve the December 19, 2016 Accounts Payable. Members voting yes: Zanmiller, Chamberlain, Nielsen, Meyers. Members absent: Brown. Motion carried.

7. Rural Lands Committee

7.1 Cancel Contract with Lorraine Tix for Grassed Waterway Repair (16-IPP-09)

Meyers stated that Lorraine recently passed away and the family wishes to cancel her contract to repair the outlet of an existing grassed waterway. The contract was approved at the August 4, 2016 Board meeting at 75% cost share not to exceed \$843.31.

16.143 Motion by Meyers, second by Nielsen to cancel contract amendment with Lorraine Tix. All members voting yes. Motion carried.

7.2 Authorization to Provide Final Payment to John and Bernie Rowan for Installation of Grassed Waterway and Water and Sediment Control Basins (16-IPP-01)

Meyers stated Rowan Brothers (John and Bernie Rowan) have installed and seeded a grassed waterway and two water and sediment control basins. The project is located in Section 20 of Greenvale Township, Cannon River Watershed. The project was approved for funding at the April 7, 2016 Board meeting at 75% cost share not to exceed \$4,081.88 based on an estimated project cost of \$5,442.51. The final project cost was \$5,724.02.

16.144 Motion by Meyers, second by Nielsen to provide final payment to Rowan Brothers (John and Bernie Rowan) for installation of grassed waterway and two water and sediment control basins in Section 20 of Greenvale Township, Cannon River Watershed at \$4,081.88 (71%). Members voting yes: Chamberlain, Nielsen, Meyers, Zanmiller. Members absent: Brown. Motion carried.

7.3 Authorization to Provide Final Payment to Lois Peterson for Installation of Water and Sediment Control Basins (16-IPP-07)

Meyers stated that Lois Peterson has completed the installation of two water and sediment control basins with tile outlets. The project is located in Section 14 of Eureka Township, Vermillion River Watershed. The project was approved for funding at the June 2, 2016 board meeting at 75% cost share not to exceed \$10,500 based on an estimated project cost of \$14,000. The final project cost was \$11,709.08. It was noted that the contract incorrectly listed the estimated project cost at \$13,950 and cost share at \$10,462.50.

16.145 Motion by Meyers, second by Nielsen to provide final payment to Lois Peterson for installation of grassed waterway and two water and sediment control basins in Section 14 of Eureka Township, Vermillion River Watershed at \$8,781.81 (75%). Members voting yes: Nielsen, Meyers, Zanmiller, Chamberlain. Members absent: Brown. Motion carried.

8. Community Development Committee

8.1 Authorization to Provide Final Payment to the Minnesota Zoo for Installation of Stormwater Retrofits (16-CCP-01)

Zanmiller stated that the Minnesota Zoo has completed the installation of seven stormwater best management practices within their property. The project is located in Apple Valley, Vermillion River Watershed. Coudron highlighted the four bioretention cells, one bioswale, and two iron enhanced sand filters were installed. The project was approved for funding at the June 2, 2016 Board meeting at up to 75% cost share not to exceed \$50,000 based on an estimated project cost of \$193,621. The final project

cost was \$214,882.75. The Metropolitan Council and the Vermillion River Watershed Joint Powers Organization are providing additional cost share funds for the stormwater retrofits installed.

16.146 Motion by Meyers, second by Nielsen to provide final payment to Minnesota Zoo for installation of four bioretention cells, one bioswale, and two iron enhanced sand filters in the Vermillion River Watershed at \$50,000 (23%). Members voting yes: Meyers, Zanmiller, Chamberlain, Nielsen. Members absent: Brown. Motion carried.

9. Committee of the Whole

9.1 Establish Board Meeting Day and Time for January 2017 Operational Meeting

Watson stated that the January Operational Meeting should be scheduled so it can be properly noticed and that the remainder of the monthly meetings for 2017 can be scheduled at the January meeting.

16.147 Motion by Chamberlain, second by Zanmiller to schedule the first meeting of 2017 for Thursday, January 5 at 8:30 a.m. All members voting yes. Motion carried.

10. Recognition of Retiring Supervisors

Watson presented Distinguished Supervisor award plaques to Joe Meyers in recognition of 24 years of service, Chris Nielsen in recognition of 12 years of service, and Marion Brown (absent) in recognition of 8 years of service on the Dakota County SWCD Board.

11. Closed Executive Session

10.1 Conduct Annual Performance Review of District Manager

16.148 Motion by Meyers, second by Nielsen to enter into closed session. All members voting yes. Motion carried.

16.149 Motion by Meyers, second by Nielsen to approve annual performance review of District Manager. All members voting yes. Motion carried.

16.150 Motion by Chamberlain, second by Nielsen to return to open session. All members voting yes. Motion carried.

13. Adjourn

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

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Chris Nielsen, Secretary

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Request for Board Action

Roll Call Vote

Meeting Date: 1/5/2017
Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Authorization to execute agreement with the Lower Minnesota River Watershed District for services.

SUMMARY:

Staff has drafted a 2017 work plan and budget for services to the Lower Minnesota River Watershed District (LMRWD) which has been reviewed by their Administrator. The work plan and budget includes technical assistance associated with monitoring groundwater levels at various fen locations.

The work plan and budget includes a total agreement amount not to exceed \$7,250. The term of the agreement will be from March 1, 2017 to December 31, 2017. The LMRWD Board of Managers are anticipated to approve the work plan and budget at their February meeting.

EXPLANATION OF FISCAL/FTE IMPACT:

Services to the LMRWD will be added to the SWCD budget and staff work plan for 2017.

Supporting Documents:
2017 LMRWD Work Plan and Budget

Previous Board Action:
None

Dakota County Soil and Water Conservation District 2017 Proposal for Services

(EXHIBIT 1)

FEN WELL MONITORING WORKPLAN

The Dakota County Soil and Water Conservation District (SWCD) shall conduct well monitoring activities at various fens located within the Lower Minnesota River Watershed District (LMRWD) from March 1, 2017 through December 31, 2017.

Well Monitoring Activities

Twenty eight piezometers of interest are located within the LMRWD (Table 1). The SWCD shall take water level measurements at each of the piezometers described in this project. Measurements will be made using a hand-cranked steel tape graduated in feet, tenths of feet, and hundredths of feet or an electronic water level meter. The equipment for measuring water level will be provided by the SWCD. Results shall be recorded manually and transferred to the Minnesota Department of Natural Resources (MN DNR) well monitoring database following all in-field measurements.

All piezometers will be monitored on a monthly basis, beginning March 2015 through December 2015.

Table 1. Fen Monitoring Locations

Location	Total Number of Piezometers to be Monitored
Fort Snelling Fen	13
Quarry Island Fen	2
Nicols Fen	13
Total	28

Data Analysis and Project Reporting

Every December, following a season of well monitoring, the SWCD shall provide the LMRWD District Administrator a report summarizing the findings resulting from annual monitoring activities. Monitoring data will be made available on the MN DNR Groundwater Level Data website

http://www.dnr.state.mn.us/waters/groundwater_section/obwell/waterleveldata.html

(EXHIBIT 2)

FEN WELL MONITORING COMPENSATION
March 1, 2017-December 31, 2017

ITEM	EXPENSE DESCRIPTION	COST
Fen Well Monitoring	10 monitoring trips x 4 hrs/trip 40 hours @ \$75/hour	\$3,000
Data Management, Reporting and Administration	40 hours @ \$75/hour	\$3,000
Site Maintenance	10 hours @ \$75/hour	\$750
Supplies	Chalk, rags, batteries, tools	\$500
Total SWCD Labor = 90 hours @ \$75/hr = \$6,750		
Total SWCD Expenses (supplies) = \$500		
Total Cost Not To Exceed = \$7,250		

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Request for Board Action

Roll Call Vote

Meeting Date: 1/5/2017
Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Authorization to execute agreement with the Vermillion River Watershed Joint Powers Organization for services.

SUMMARY:

Staff has been working with the Vermillion River Watershed Joint Powers Organization (VRWJPO) to draft a work plan and budget for 2017 services. The Dakota SWCD has had a long standing partnership with the VRWJPO to provide technical assistance for project implementation, outreach activities and water monitoring.

The work plan and budget includes a total agreement amount not to exceed \$265,450. The term of the agreement will be from January 1, 2017 to December 31, 2017. The Vermillion River Watershed Joint Powers Board are anticipated to approve the work plan and budget at their January 26th meeting.

EXPLANATION OF FISCAL/FTE IMPACT:

Services to the VRWJPO have been included in the SWCD budget and staff work plan for 2017.

Supporting Documents:
2017 VRWJPO Work Plan and Budget

Previous Board Action:
None

**2017 Dakota County SWCD Work Plan and Budget to the
Vermillion River Watershed Joint Powers Organization**

Evaluation and Policy

- Incentive program policy assistance for programs to install voluntary conservation practices \$2,000
- Subtotal \$2,000**

Regulatory Review and Regulation

- Assist with inspections, plan reviews, regulatory permit application reviews, community development plans or Land Alteration Plans \$2,000
- Subtotal \$2,000**

Feasibility/Preliminary Studies

- Preliminary design, technical assistance and marketing of voluntary conservation practices \$40,000
- Subtotal \$40,000**

Capital Improvement Projects

- Install water quality projects under Community Conservation Partnership (CCP), Conservation Cost Share (CCS), Conservation Initiative Funding (CIF) and Incentive Payment Practice (IPP) Programs \$75,000¹
 - Implement Landscaping for Clean Water Grant Program (LCW) \$18,750²
- Subtotal \$ 93,750**

Public Outreach and Communication

- Coordinate tasks under the Vermillion River Watch Program \$ 6,000
 - Conduct Landscaping for Clean Water Workshops (\$1,400 per workshop) \$25,200
 - Assistance with Annual Conservation Tour \$ 1,500
- Subtotal \$32,700**

Inventories and Assessments

- Provide GIS mapping support \$5,000
- Subtotal \$5,000**

Monitoring and Data Analysis

- Staff time for sample collection, equipment installation, maintenance, downloading, longitudinal surveys (temperature, dissolved oxygen, turbidity), winter nitrate monitoring at South Branch Vermillion River \$39,000
 - Data analysis, database management, data reporting, FLUX modeling, reporting \$17,000
 - Water quality sample analysis and QA/QC samples \$19,000
 - Equipment and supplies \$ 8,000
 - Macroinvertebrate collections and habitat monitoring \$ 7,000
- Subtotal \$90,000**

Total Not To Exceed Amount: \$265,450

1 25% technical and administrative costs will be invoiced for each contracted project installed
 2 Each Landscaping for Clean Water project installed includes \$250 for landowner stipend and \$500 for technical and administrative assistance

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Request for Board Action

Roll Call Vote

Meeting Date: 1/5/2017
Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Approve committees and assignments for the 2017 calendar year.

SUMMARY:

Each year the SWCD approves a list of committees and assignments for the upcoming year. We will need to review the committee list and assign supervisors.

EXPLANATION OF FISCAL/FTE IMPACT:

Board of Supervisors participation and attendance to organizational or committee meetings has been included in the 2017 budget.

Supporting Documents:
Draft 2017 Committees and Assignments

Previous Board Action:
None



DRAFT

2017 Committees and Assignments

Committee of the Whole

Responsibility: The committee involves all five elected supervisors and is responsible for reviewing significant policy issues that focus on supervisor elections or vacancies, new programs or activities that result in changes to organization structure, strategic planning efforts of the Board, or other agenda items that require special attention and are not easily identified through specific committees.

Meetings: The committee will meet as needed to review agenda items and provide a recommendation prior to the regular monthly Board meeting.

2017 Committee Members:

<i>Kevin Chamberlain</i>	<i>Laura Zanmiller</i>
<i>Chelsea Skog</i>	<i>Bruce Johnson</i>
<i>Jayne Hager Dee</i>	

Community Development Committee

Responsibility: The committee involves two supervisors and is responsible for reviewing activities and cost-share projects associated with urban land use.

Meetings: The committee will meet as needed to review agenda items or rank cost share applications and provide a recommendation to the full Board. Four to six meetings are anticipated.

2017 Committee Members:

Finance Committee

Responsibility: The committee involves two supervisors typically includes the Treasurer. The committee is responsible for periodically reviewing the financial standing of the District.

Meetings: The committee will attempt to meet during the following times during the year or as needed.

January	4 th Quarter and Year-end Review
April	1 st Quarter Review
July	2 nd Quarter Review and County levy request
October	3 rd Quarter Review and County levy request

2017 Committee Members:

Personnel Committee

Responsibility: The committee involves two supervisors and typically includes the Chair and Vice-Chair. The committee will be responsible to evaluate and make recommendations to the Board on various issues including ethics, personnel policies, staff changes and major training requests. The Committee may conduct informal performance reviews of the District Manager.

Meetings: The committee will meet as needed or at the call of the Chair.

2017 Committee Members:

Rural Lands Committee

Responsibility: The committee involves two supervisors and is responsible for reviewing activities associated with rural land cost share projects and other rural land activities.

Meetings: The committee will meet as needed to review agenda items or rank cost share applications and provide a recommendation to the full Board. Four to six meetings are anticipated during the year.

2017 Committee Members:

Metropolitan Conservation Districts Joint Powers Board (MCD)

Responsibility: Assignment includes identifying a primary and alternative to attend and participate in the Metro Conservation District (MCD) Board meetings. Only one vote is allowed per Member. The MCD is one of eight technical services areas within the State and is financially supported by the legislature through the Minnesota Board of Water and Soil Resources. The MCD includes 7-county metro area along with Wright, Sherburne, Isanti and Chisago. Current special programs include:

- Engineering and Technical Assistance
- Minnesota Ag. Water Quality Certification
- Sub-watershed Analysis
- Children's Water Festival
- Campus Groundwater Conservation Planning

Meetings: The MCD will meet four times a year at 4:00 p.m. on the last Wednesday of February, May, August and the second Wednesday in November. Meetings are held at the Earle Brown Tower, 6120 Earle Brown Drive, Brooklyn Center.

2017 MCD Assignment: (Primary)
(Alternate)

Legislative Liaison

Responsibility: Assignment includes identifying a primary and alternate responsible for keeping current with legislative initiatives through coordination with the Area Director of Minnesota Association of Soil and Water Conservation Districts (MASAWCD). The assignment is established to develop a clear route of communication between the Board of Supervisors and staff with regards to legislative issues.

Meetings: Meetings are generally not scheduled on a routine basis. However the MASWCD – Metro Area meetings typically occur in March, June and November. All elected supervisors are invited to attend and vote on MASWCD matters.

2017 Legislative Assignment: (Primary)
(Alternate)

USDA – Natural Resources Conservation Service (NRCS) Local Work Group

Responsibility: Assignment includes identifying a primary and alternate responsible for representing the SWCD at meetings involving information requests by the USDA – NRCS regarding conservation priorities within Dakota County.

Meetings: Meetings are generally scheduled once a year or as needed.

2017 USDA-NRCS Local Work Group Assignment: (Primary)
(Alternate)

Cannon River One Watershed, One Plan Policy Committee

Responsibility: Assignment includes identifying a Board member to represent the Dakota SWCD for development and ultimately implementing a watershed plan for the Cannon River Watershed. The One Watershed, One Plan (1W1P) policy committee will consist of one Board member of each 14 local water planning authorities within the watershed to include:

- Dakota SWCD Dakota County
- Rice SWCD Rice County
- LeSueur SWCD LeSueur County
- Steele SWCD Steele County
- Goodhue SWCD Goodhue County
- Waseca SWCD Waseca County
- North Cannon River WMO Belle Creek WD

The Cannon River 1W1P Policy Committee will be responsible for making final decisions about the content of the watershed plan and its submittal to the State for approval.

Meetings: Meetings are yet to be scheduled. It is anticipated that 4-6 meetings will be required in 2017.

2017 Cannon River 1W1P Assignment: