



## MEETING MINUTES BOARD OF SUPERVISORS MEETING DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, April 6, 2017

8:30 a.m.

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

**Board Members Present:**

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

**SWCD Staff Present:**

Brian Watson  
Lana Rotty  
Curt Coudron  
Todd Matzke  
Ashley Gallagher  
Lindsey Albright

**Others Present:**

Alan Kraus, CRWP  
Kristi Pursell, CRWP

**1. Call to Order**

Vice Chair Chamberlain called the meeting to order at 8:30 a.m. A quorum was present.

**2. Pledge of Allegiance**

Vice Chair Chamberlain led the Board of Supervisors in the Pledge of Allegiance.

**3. Presentation**

Lindsey Albright, Water Resources Conservationist, presented an overview of the Water Monitoring programs.

**4. Audience**

Vice Chair Chamberlain 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.

Kristi Pursell, Interim Director, and Alan Kraus, Agricultural Program Assistant, for the Cannon River Watershed Partnership (CRWP) were in attendance. They each provided an overview of their experience and indicated that they are looking forward to working with Dakota County SWCD.

**5. Approval of Agenda**

**17.032 Motion** by Dee, second by Skog to approve the agenda as presented. All members voting yes. Motion carried.

**6. Secretary's Report – March 2, 2017 Board Meeting Minutes**

**17.033** Motion by Skog, second by Dee to approve the March 2, 2017 Meeting Minutes. All members voting yes. Motion carried.

**7. Treasurer's Report**

**7.1 April 6, 2017 Accounts Payable**

**17.034** Motion by Dee, second by Johnson to approve the April 6, 2017 Accounts Payable. Members voting yes: Chamberlain, Skog, Johnson, Dee. Members absent: Zanmiller. Motion carried.

**7.2 March 31, 2017 Financial Report**

**17.035** Motion by Dee, second by Johnson to accept the March 31, 2017 Financial Report, subject to audit. All members voting in favor. Motion carried.

**7.3 Authorization to Enter into Engagement Letter with Peterson Company Ltd. for 2016 Financial Audit**

Watson stated that based on the District's annual revenue, we are statutorily required to conduct a financial audit each year. The audit needs to be submitted to the Office of the State Auditor in draft form, and when approved, sent to the Minnesota Board of Water and Soil Resources (BWSR). He further stated that we have received a cost estimate of \$3,150 from Peterson Company Ltd. to perform the audit.

**17.036** Motion by Dee, second by Johnson to enter into letter of engagement with Peterson Company, Ltd to conduct the fiscal year 2016 Financial Audit at a cost not to exceed \$3,150. All members voting yes. Motion carried.

**8. Rural Lands Committee**

**8.1 Authorization to Execute Contract with Gene Kimmes for Installation of Critical Area Planting 17-IPP-01**

Coudron and Matzke provided an overview of the Eugene Kimmes cost-share request for the installation of critical area planting. Coudron stated that over an estimated period of 5 years, a 1,200 foot long gully has formed on the north side of the existing grassed waterway. The 1.9 acre area will be graded to direct water into the existing grassed waterway and planted into perennial grasses. The project will reduce erosion and sediment loading within the Trout Brook sub-watershed. The project is located in the Trout Brook watershed and is designated as a priority location based on cost-effectiveness of the project. The project cost estimate is \$3,500.

**17.037** Motion by Dee, second by Johnson to execute contract with Gene Kimmes for installation of critical area planting in Section 14, Hampton Township, Cannon River Watershed at 90% cost share, not to exceed \$3,150. Members voting yes: Skog, Johnson, Dee, Chamberlain. Members absent: Zanmiller. Motion carried.

**8.2 Authorization to Execute Contract with Pam Peine for Installation of Grassed Waterway and Water and Sediment Control Basin 17-IPP-02**

Coudron and Matzke provided an overview of Pam Peine cost-share request for the installation of install a grassed waterway and a water and sediment control basin. Coudron stated that over an estimated period of 2 years, gullies have formed on both sides of an existing grass waterway. The grassed waterway will be reconstructed and a new water and sediment control basin will be installed. The project will reduce erosion and sediment loading within the Trout Brook sub-watershed. The project cost estimate is \$8,100.

**17.038** Motion by Dee, second by Johnson to execute contract with Pam Peine for installation of grassed waterway and water and sediment control basin in section 12 of Douglas Township, Cannon River Watershed at 75% cost share, not to exceed \$6,075. Members voting yes: Skog, Johnson, Dee, Chamberlain. Members absent: Zanmiller. Motion carried.

**8.3 Authorization to Execute Contract with George Hallcock for Installation of Lined Waterway and Outlet 17-IPP-03**

Coudron and Matzke provided an overview of the George Hallcock cost share request for the installation of a lined waterway and outlet. They explained that over an estimated 3 year period, a 20 foot long gully has formed on the east property boundary of his field. This project will repair the gully by grading the area, installing 1,260 square feet of turf reinforced mat, and planting perennial vegetation. The project will also reduce erosion and sediment loading within the Chub Creek sub-watershed. The project cost estimate is \$2,200.

**17.039** Motion by Dee, second by Johnson to execute contract with George Hallcock for installation of Lined Waterway and Outlet in section 34 of Castle Rock Township, Cannon River Watershed at 75% cost share, not to exceed \$1,650. Members voting yes: Johnson, Dee, Chamberlain, Skog. Members absent: Zanmiller. **Motion carried.**

**9. Community Development Committee**

**9.1 Authorization to Execute Contract with City of Apple Valley for Installation of Stormwater Retrofits 17-CCP-01**

Coudron provided an overview of the City of Apple Valley project request for the installation of two bioretention basins by Hayes Arena. He stated that parking lot reconstruction at Hayes Arena is scheduled for summer/fall of 2017 and the City has developed plans for installing the two most cost-effective projects identified through a stormwater assessment. The assessment was completed by SWCD staff and identified five primary projects that were ranked based on cost in relation to the ability to reduce pollutants. The two bioretention basins are proposed at the entrance to the site and will capture and infiltrate parking lot runoff. Coudron added that these basins are replicating the retrofit project at the Dakota County Burnhaven Library. The project cost estimate is \$112,950. The project is eligible for cost share at 75% not to exceed \$50,000.

**17.040** Motion by Dee, second by Johnson to execute contract with City of Apple Valley, upon signature by the City of Apple Valley, for installation of stormwater retrofits at Hayes Arena located within City of Apple Valley, Vermillion River Watershed, at 75% cost share, not to exceed \$50,000. Members voting in favor: Dee, Chamberlain, Skog, Johnson. Members absent: Zanmiller. Motion carried.

**9.2 Authorization to Execute Contract with Ravenna Township for Installation of Slope Stabilization Project 17-CCP-02**

Coudron provided an overview of the Ravenna Township cost share request for the installation of a slope stabilization project between Ravenna Trail and Etter Creek. Coudron explained that a gully has formed at the outlet of the existing culvert located under Ravenna Trail. The culvert is in need of replacement and the township is planning to replace the culvert and stabilize the slope at the same time. Coudron noted that just the costs related to the slope stabilization are included in the cost share request. The costs associated with the culvert replacement are not eligible for cost share. This project will reduce erosion and sediment loading to Etter Creek. The total cost of the slope stabilization portion of the project is estimated at \$12,800. The project is eligible for 75% cost share.

**17.041** Motion by Dee, second by Johnson to execute contract with Ravenna Township for the installation of a slope stabilization project in section 33, Ravenna Township, Vermillion River Watershed at 75% cost share, not to exceed \$9,600. Members voting in favor: Chamberlain, Skog, Johnson, Dee. Members absent: Zanmiller. Motion carried.

## **10. Committee of the Whole**

### **10.1 Authorization to Execute Master Joint Powers Agreement with the Minnesota Board of Soil and Water Resources for Easement Delivery Services**

Watson stated that the Board of Water and Soil Resources (BWSR) is implementing a Conservation Reserve Enhancement Program (CREP) that will directly address resource problems with strategic, long-term solutions. CREP is a voluntary, federal-state funded natural resource conservation program that uses a science-based approach to target environmentally sensitive land.

Watson stated that landowners enroll in the federally-funded Conservation Reserve Program (CRP) for 14 or 15 years. CRP is administered by the United States Department of Agriculture – Farm Service Agency (FSA) and uses agricultural land for conservation benefits, rather than farming or ranching. The same land is also enrolled into a state-funded perpetual conservation easement through the Reinvest in Minnesota (RIM) Reserve Enhancement Program, administered by BWSR. Private ownership continues and the land is restored and enhanced for conservation benefits.

The State is in need of assistance at the local level from Soil and Water Conservation Districts (SWCDs) to effectively and accurately administer easement programs to landowners. The role of the SWCD will be to provide easement delivery services, easement acquisition services, conservation plan development and implementation, and construction implementation.

At this time it is unknown if any easements will be pursued in Dakota County. However, the Master Joint Powers Agreement (MJPA) needs to be in place in order for the SWCD to be compensated for any assistance provided.

**17.042** Motion by Dee, second by Johnson authorizing execution of the Master Joint Powers Agreement with the Minnesota Board of Water and Soil Resources for Professional and Technical Services to administer the Reinvest in Minnesota Reserve Enhancement Program through January 31, 2022. All members voting yes. Motion carried.

### **10.2 Fiscal Year 2017 Conservation Cost Share Grant Technical Assistance Option**

Watson provided an overview of the Minnesota Board of Water and Soil Resources (BWSR) Conservation Cost Share grant program. He stated that BWSR allows SWCDs to approve the use of these grant funds be directly towards technical assistance as well as for cost share.

Watson stated that we did not implement this technical assistance option with FY16 Conservation Cost Share Grant and those funds remain available for the installation of projects. We also have the FY17 Clean Water Fund grants available for the installation of projects. There is also increasing evidence that the Minnesota legislature will not be appropriating the use of general funds for building District Capacity in the upcoming biennium.

The FY17 Conservation Cost Share grant fund allocation is \$22,054 and we have until December 31, 2019 to spend the grant funds.

**17.043** Motion by Skog, second by Johnson to approve allocating up to \$22,054 of Fiscal Year 2017 Conservation Cost Share Base Grant for technical assistance. All members voting yes. Motion carried.

## **11. Interagency Reports and Announcements**

### **Natural Resources Conservation Service**

There was no Natural Resources Conservation Services (NRCS) agency report.

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

Dee provided the Minnesota Association of Soil and Water Conservation District report. She stated that on Tuesday, April 21 they were able to meet with seven legislative members and another during lunch. She added that this was a very worthwhile event. She stated that she sent follow-up thank you notes to each. She then distributed information on the Conservation Reserve Enhancement Program (CREP) that she received at the briefing on Monday.

Watson stated that Dee, Zanmiller, Skog and himself attended the Metro Area meeting that was held yesterday. Watson noted that there will be a two-day Supervisor orientation in September and Leadership Training will also be announced soon.

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

There was no Metro Conservation District Joint Powers Board report.

### **Dakota County**

Watson stated that he attended a County Board workshop yesterday on the future of land conservation easements in Dakota County. County staff will be looking to refine the County Board guidance moving forward but there will be less focus on farmland preservation and more focus on wetland restorations or water retention areas and land with public access.

### **Cannon River One Watershed, One Plan Policy Committee**

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

## **12. Upcoming Meetings and Events**

Watson noted that he will be out of the office on May 4<sup>th</sup> which is the next regular scheduled Board meeting. There was discussion regarding the May Board meeting.

**17.044** Motion by Johnson, second by Skog to reschedule the May Board Meeting to Tuesday, May 2 at 8:30 a.m. All members voting in favor. Motion carried.

## **13. District Managers Report**

Watson stated that there will be a presentation on the Landscaping for Clean Water program at the next Board meeting. He added that all items from his report were previously discussed.

## **14. Adjourn**

**17.045** Motion by Skog, second by Johnson to adjourn the meeting. All members voting yes. Motion carried.

The meeting was adjourned at 10:21 a.m.

Respectfully submitted,

Chelsea Skog, Secretary