



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

Thursday, September 7, 2017

8:30 a.m.

4100 220th Street, Suite 102
Farmington, Minnesota

Board Members Present:

Laura Zanmiller, Chair
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
John Stelzner*
Lindsey Albright*

Others Present:

Michelle Wohlers, NRCS
Brad Becker, Dakota County

1. Call to Order

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

2. Pledge of Allegiance

Chair Zanmiller led the Board of Supervisors in the Pledge of Allegiance.

3. Presentation

Comprehensive Water Plans, Metro Watershed Management Organization Plans and One Watershed, One Plan, *Ashley Gallagher, Resource Conservationist.*

4. 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.

5. Approval of Agenda

17.086 Motion by Chamberlain, second by Johnson to approve the agenda as presented. All members voting yes. Motion carried.

6. Secretary's Report – August 3, 2017 Board Meeting Minutes

17.087 Motion by Skog, second by Dee to approve the August 3, 2017 Meeting Minutes. All members voting yes. Motion carried.

7. Treasurer's Report

7.1 September 7, 2017 Accounts Payable

17.088 Motion by Dee, second by Chamberlain to approve the September 7, 2017 Accounts Payable. Members voting yes: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.

7.2 August 31, 2017 Financial Report

17.089 Motion by Dee, second by Chamberlain to accept the August 31, 2017 Financial Report, subject to audit. All members voting in yes. Motion carried.

8. Rural Lands Committee

8.1 Authorization to Amend Contract with Rollo Hohrman for Installation of Grassed Waterway (16-IPP-08)

Coudron stated that Rollo Hohrman is currently installing his grassed waterway but has been delayed due to wet weather conditions. Portions of the project may not be finished by the contract completion deadline of September 30, 2017. Rollo Hohrman is requesting a contract extension to complete the remaining portions of the project. The contract amendment would extend the project completion date from September 30, 2017 to June 1, 2018. No other changes to the cost share contract are proposed.

17.090 Motion by Chamberlain, second by Johnson to approve contract amendment with Rollo Hohrman to revise the completion date to June 1, 2018. All members voting in yes. Motion carried.

8.2 Authorization to Amend Contract with Eugene Kimmes for Installation of Grassed Waterway, Diversion, and Critical Area Planting (17-IPP-04)

Coudron stated Eugene Kimmes is currently installing a grassed waterway, diversion, and critical area planting but has been delayed due to wet weather conditions. Portions of the project may not be finished by the contract completion deadline of September 15, 2017. Eugene Kimmes is requesting a contract extension to complete the remaining portions of the project. The contract amendment would extend the project completion date from September 15, 2017 to June 1, 2018. No other changes to the cost share contract are proposed.

17.091 Motion by Chamberlain, second by Johnson to approve contract amendment with Eugene Kimmes to revise the completion date to June 1, 2018. All members voting in yes. Motion carried.

9. Committee of the Whole

9.1 Authorization to Execute Fiscal Year 2018 and 2019 Grant Agreement with the Minnesota Board of Water and Soil Resources for Programs and Operations

Watson stated that through legislative actions, the Minnesota Board of Water and Soil Resources (BWSR) provide State grant agreements to SWCDs for the delivery of programs and operations. For Dakota SWCD, there are four programs and funding levels identified within this grant agreement including; State Cost Share, Conservation Delivery, Buffer Law, and Local Capacity. The total funding for this grant agreement is \$206,588. The State Cost Share and Conservation Delivery Programs include both fiscal years of the legislative biennium while the Buffer Law and Local Capacity Programs include only fiscal year 2018. The State Cost Share and Conservation Delivery Programs are derived from the State General Fund. The Buffer Law and Local Capacity funds are derived from Clean Water Funds under the Clean Water, Land and Legacy Amendment.

17.092 Motion by Dee, second by Johnson to execute Grant Agreement with Minnesota Board of Water and Soil Resources for Fiscal Year 2018 and 2019 Grant Agreement with the Minnesota Board of Water and Soil Resources for SWCD Programs and Operations. All members voting yes. Motion carried.

9.2 Authorization to Submit Cooperative Weed Management Area Grant Application to the Minnesota Board of Water and Soil Resources and Execute Grant Agreement if Awarded

Watson stated The Minnesota Board of Water and Soil Resources (BWSR) Cooperative Weed Management Area (CWMA) Program was initiated in 2008. The CWMA is a partnership of federal, state and local government agencies, individuals, and various interest groups to manage noxious or invasive weeds in a defined area. Key activities of CWMA are to; Build Strong Partnerships, Share Resources between Partners, Provide Effective Outreach and Communication, Identify and Prioritize Emerging Weed Threats, Facilitate Management and Control of Priority Species, and Effective Data Management and Sharing.

Over the past few years, increased interest has been expressed about the control of weeds within road right of way, private lands, easement areas and public lands. Dakota County has just completed and approved a Natural Resource Management Systems Plan (May 2017) that looks to increase the level of natural resources management in County Parks, regional greenways and conservation easements. There also has been increased interest in re-establishing native vegetation and pollinator habitats where feasible and practical by landowners.

As a newly established CWMA in Dakota County, we would be eligible for up to \$20,000 in grant funding. A 25% match is required. We are still in the planning stages of this grant opportunity and do not yet have a final budget completed. However, we would look to seek the maximum grant amount of \$20,000 for setting up the CWMA, conducting outreach and education, weed mapping, managing invasive species and monitoring. Match can be in-kind but there may also be other opportunities for cash match. Project partners anticipated include Dakota County, townships and cities, Minnesota Department of Transportation, and members of the Dakota Habitat Alliance which is made up of nonprofit organizations interested in wildlife habitat improvements.

17.093 Motion by Chamberlain, second by Johnson authorizing staff to submit to the Minnesota Board of Water and Soil Resources Cooperative Weed Management Area Grant Application and execute the grant agreement if awarded. All members voting yes. Motion carried.

Dee questioned palmer amaranth in Minnesota. Matzke responded that it is on the eradicate list for Minnesota, which means, if found, landowners must take steps to remove it. At this time, it has not been found in Dakota County. Matzke also mentioned that the Minnesota Department of Agriculture has funding opportunities to assist with the removal of palmer amaranth should it be discovered. He added that palmer amaranth is resistant to chemicals and extremely woody, becoming hard to remove and is likely affecting production.

9.3 Adopt 2018 Fee Schedule

Watson stated that annually a fee schedule is adopted to establish charges for services and use of rental equipment. A draft 2018 fee schedule was reviewed. Recommended changes include increasing the general hourly services rate to \$80, establishing a \$50 refundable deposit for use of the krimper and tree spades. Watson added that the adopted fee schedule is part of the overall budgeting process and establishes the parameters for developing annual work plans and agreements with our partners as well the amount charged to the general public.

17.094 Motion by Dee, second by Johnson to approve the 2018 Fee Schedule as presented. All members voting yes. Motion carried.

9.4 Selection of 2107 Outstanding Conservation Cooperator

Watson stated that staff has recommended landowners for the Board to consider as the outstanding conservation cooperator for 2017. He added that the selected Outstanding Conservation Cooperator will be

invited to attend the Minnesota Association of Soil and Water Conservation Districts annual program in December. Coudron provided details of each nominee's accomplishments.

17.095 Motion by Skog, second by Johnson to select Tom and Stacey Jenkins of Eagan as the 2017 Outstanding Conservation Cooperator. All members voting yes. Motion carried.

10. Committee of the Whole

10.1 Employee Policy Manual Amendments

Watson stated that the Personnel Committee met on June 15 to discuss proposed changes to the Employee Policy Manual. Proposed amendments and additions to the Policy Manual include:

- Leave of Absences (Amend Existing Flex Leave Language)
- Allowance for use of personal mobile devices (New)
- Medical and Dental Insurance Continuation (New)
- Credit Card Policy (New)
- Clothing Allowance (New)

The Personnel Committee supported each of the proposed changes. These changes are anticipated to increase operating expenses by \$5,000 annually. However, the policies that create the added annual expenses are consistent with policies adopted by Dakota County and neighboring Districts.

17.096 Motion by Chamberlain, second by Johnson to approve the proposed amendments to the Employee Policy Manual. All members voting yes.

11. Interagency Reports and Announcements

Natural Resources Conservation Service

Michelle Wohlers provided the Natural Resources Conservation Services (NRCS) agency report.

She stated that they are working on updating all tract determinations for farm program eligibility. FSA does 200 reconstitutions per year, which creates the need for new HEL/NHEL determinations. There are 83 of those tract changes that need new determinations. All wetland determination requests are sent to Waseca to the wetland team to complete.

The office is currently managing 64 contracts under the Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program. For 2018, they have 68 new applications for EQIP. The surveys, designs, and conservation plans need to be complete prior to ranking in January.

Wohlers noted that next week there will be an Area 4 and Area 6 meeting in this building. The Secretary of Agriculture has indicated that he would like software to be the consistent amongst agencies. Lastly, Wohlers announced that Scott Newberg is leaving the Farmington FSA office to work at the Lyon County FSA office.

Dakota County

Brad Becker provided the Dakota County report. He provided information about Contaminated Sites and stated that Cathy Undum is the staff responsible for this program. Becker stated that examples of contaminated sites may include; former gas stations, dry cleaners, dumps, etc. Environmental Resources maintains a database in which contaminated sites are continually added and removed, currently there are approximately 2,500 sites on the list. He explained that they conduct environmental reviews and assessments to investigate and evaluate sites for external customers and internal partners. They then provide technical assistance and possible grant funding opportunities for remediation. He stated that the majority of County projects are evaluated for potential contamination issues prior to moving forward, allowing management to make informed decisions. Other examples of requests for this information include developers, cities, and townships with planning and zoning updates, inquiring about specific areas of land that may possibly include

contaminated sites. Becker added that one recipient of the Re-Development Incentive Grant (RIG) Program was the Eagan Outlet Mall.

Metro Conservation Districts Joint Powers Board

The Metro Conservation District Joint Powers Boards report was provided by Zanmiller and Watson. The last meeting was held on August 30. Discussion occurred regarding moving the Education Committee from the Minnesota Association of Soil and Water Conservation Districts – Metro Area to the Metro Conservation Districts Joint Powers Board. It was requested that staff provide options back to the Joint Powers Board to consider. Zanmiller added that the Metro Children’s Water Festival scheduled for September 27. They are anticipating 1,600 attendees and indicated that anyone interested in volunteering contact Carver County for details. Watson added that fiscal year 2018 State grants under the Engineering and Technical Assistance Program were approved. Total funding was \$365,000.

Minnesota Association of Soil and Water Conservation Districts

There was no Minnesota Association of Soil and Water Conservation Districts report provided. However, Watson distributed the 2017 Resolution Packet. He requested Supervisors review the resolutions prior to the next meeting, so votes can be tallied at the October Board meeting.

Cannon River One Watershed, One Plan Policy Committee

Chamberlain stated that the Policy Committee did not meet.

12. Upcoming Meetings and Events

Zanmiller reviewed the upcoming meetings and events. Watson highlighted the Township Officers meeting scheduled for September 21. He also discussed the legislative tour that is scheduled for September 28. He requested direction on threshold of attendees deemed adequate to hold the tour. Dee suggested if we cancel; follow-up with phone calls to see if we can dedicate time to offer a tour at their convenience.

Dee also noted that Governor Dayton will be hosting a town hall meeting on the 25 by 25 Water Quality goal in Burnsville on October 4. She also stated that that Wilderness in the City and Conservation Minnesota are also hosting meetings.

13. District Managers Report

Watson stated that all items of interest were previously discussed during the meeting.

14. Adjourn

17.097 Motion by Dee, second by Johnson to adjourn the meeting. All members voting yes. Motion carried.

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

Respectfully submitted,

Chelsea Skog, Secretary