



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

Thursday, October 5, 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
Joe Barten

Others Present:

Michelle Wohlers, NRCS
Stacey Jenkins, Eagan

1. Call to Order

Chair Zanmiller called the meeting to order at 8:35 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. Recognition of 2017 Outstanding Conservationist – Tom and Stacey Jenkins

Chair Zanmiller welcomed and introduced Stacey Jenkins. Barten then stated that Tom, his wife Stacey, and their three children have focused on several erosion and pollutant reducing projects. He further stated that the Jenkins family installed two raingardens that treat runoff from their property and provide pollinator habitat. He added that they are also working to install no-mow fescue lawn for their front yard, which is an eco-friendly, low maintenance and drought tolerant lawn. Barten stated that Tom is a Pastor at Mount Calvary Lutheran Church where he and Stacey organized the installation of a raingarden. This year, Tom also helped SWCD staff facilitate a new "Congregations for Clean Water" workshop focusing on water quality improvement opportunities located on church properties.

On behalf of the Board of Supervisors, Chair Zanmiller presented Stacey Jenkins with a plaque recognizing them as the 2017 Conservation Cooperator and commended them for their many conservation efforts.

5. Approval of Agenda

Watson stated that two changes are requested to the agenda previously distributed. Agenda Item 8.3 requesting authorization to amend contract with Ralph Wagner has been removed as necessary landowner information has not provided and Agenda Item 10.2 requesting authorization to delegate staff as the technical assistance provider and signature authority for buffer cost share contracts was added.

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

6. Secretary's Report – September 7, 2017 Board Meeting Minutes

17.099 Motion by Skog, second by Chamberlain to approve the September 7, 2017 Meeting Minutes. All members voting yes. Motion carried.

7. Treasurer's Report

7.1 October 5, 2017 Accounts Payable

17.100 Motion by Dee, second by Johnson to approve the October 5, 2017 Accounts Payable. Members voting yes: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.

7.2 September 30, 2017 Financial Report

17.101 Motion by Dee, second by Johnson to accept the September 30, 2017 Financial Report, subject to audit. All members voting in yes. Motion carried.

8. Rural Lands Committee

8.1 Authorization to Execute Contract with Bernie Wierson on behalf of Phyllis Wierson Trust for Installation of Grassed Waterway (17-IPP-07)

Coudron stated that Bernie Wierson is proposing to install a 900-foot long grassed waterway lined with erosion control blanket. He pointed out that a gully has formed due to concentrated runoff at the location of the planned waterway. This project will reduce erosion and sediment loading to Spring Creek a tributary of the Cannon River. Coudron also noted that five water and sediment control basins were installed by the NRCS a few years ago. Total project cost for this waterway is estimated at \$6,500.

17.102 Motion by Chamberlain, second by Johnson to execute contract with Bernie Wierson for installation of grassed waterway in Section 26, Sciota Township, Cannon River Watershed at 75% cost share, not to exceed \$4,875. Members voting yes: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

8.2 Authorization to Execute Contract with Bryce Kimmes on behalf of Ranier Kimmes Farms LLC for Installation of Grassed Waterway, Diversion, and Critical Area Planting (17-IPP-08)

Coudron stated Bryce Kimmes is proposing to install a new 1,200-foot long grassed waterway. He pointed out that a gully has formed due to concentrated flow at the location of the planned waterway. An additional 26,400 square foot area will be graded and planted with perennial vegetation. This project will reduce erosion and sediment loading to the Sand Coulee a tributary to the Vermillion River. Total project cost is estimated at \$9,400. Coudron added that two water and sediment control basins will also be installed on this property in the near future.

17.103 Motion by Chamberlain, second by Johnson to execute the contract with Bryce Kimmes for installation of grassed waterway in Section 33, Marshan Township, Vermillion River Watershed at 75% cost share, not to exceed \$7,050. Members voting yes: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

9. Community Development Committee

9.1 Authorization to Provide Final Payment to Bill and Renee Ervasti for Shoreline Stabilization and Native Planting (17-CCS-01)

Coudron stated that Bill and Renee Ervasti have completed the installation of a shoreline restoration and native planting project on Gideon pond. This project involved 90 linear feet of severely eroded shoreline and 1,440 square feet of planting area on their property. He noted that bioengineering techniques using natural materials and native plants will provide long term erosion control and habitat benefits. The final project cost was \$7,357.60. They also received \$1,000 grant from the City of Burnsville.

17.104 Motion by Dee, second by Johnson to approve final payment to Bill and Renee Ervasti for Shoreline Stabilization and Native Plantings, City of Burnsville, Minnesota River Watershed at 75% cost share, not to exceed \$5,000. Members voting yes: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

10. Committee of the Whole

10.1 Authorization to Request Extension to FY2017 Clean Water Fund Grant Agreements with the Minnesota Board of Water and Soil Resources

Watson stated that three applications were submitted and approved under the FY14 competitive clean water grant process. Two of the grant awards came under one contract for \$400,000. This included our Retrofit Partnership Program (\$300,000) where we work with public organizations such as cities and Dakota County and our Community Initiative Program (\$100,000) where we work with home owners associations, lake associations and churches to install water quality projects. Work under this grant agreement was authorized on April 3, 2014.

A second grant award and contract was provided for our Conservation Initiative Program (\$150,000) which provides water quality projects county-wide for private landowners. Work under this grant agreement was authorized on July 22, 2014. Both grant agreements expire on December 31, 2016.

Early coordination with the Minnesota Board of Water and Soil Resources on the need for extending our FY14 clean water fund grants has occurred in accordance with their grant administration manual. As of September 30, approximately 75% of the funding from both grant agreements has been expended.

It should be noted that BWSR grant agreement timelines are not to exceed 5 years and these requests are within that time frame.

17.105 Motion by Dee, second by Johnson to authorize a request to the Minnesota Board of Water and Soil Resources for FY14 Clean Water Fund Grant agreement extensions. All members voting yes. Motion carried.

10.2 Authorization to Delegate Staff as the Technical Assistance Provider and Signature Authority for the Buffer Cost Share Contracts

Watson stated that at our August Board meeting, we approved the Minnesota Board of Water and Soil Resources Riparian Buffer Cost Share Program Grant Agreement. This agreement allows cost share for the implementation of riparian buffers or alternative practices on certain public waters or public ditches. It has been suggested by BWSR that SWCDs designate an authorized signer to approve and expedite processing of cost share funding requests for this program, in lieu of landowners waiting for the next SWCD Board meeting.

17.106 Motion by Chamberlain, second by Johnson that the District Manager is delegated authority to review and approve cost-share contracts under the 2018 Buffer Cost Share Program. All members voting yes. Motion carried.

11. Personnel Committee

11.1 Adoption of New Organizational Chart and Authorization to Fill Vacancy

Watson stated that the Personnel Committee met on June 15 to discuss adding a full time employee. There was consensus to add a staff position but it was requested that the District Manager consider options of how existing staff workload could be distributed to ensure both technical and educational demands are being met.

Watson added that after further consideration as well as input from staff, an organization chart is proposed to include a new Education and Outreach Coordinator position. This position will not only accelerate our outreach and education efforts but also allow multiple staff, currently assisting with education and outreach activities, the ability to focus more of their time on technical tasks.

He further stated that the Education and Outreach Coordinator position would be responsible for preparing materials and presenting at various workshops including our Landscaping for Clean Water program, providing outreach materials including press releases, newsletters and inputs on social media. The position will also coordinate with partner organizations, develop outreach material that can be used for tours, public events and at various presentations. The ideal candidate will also have some technical experience with native plants and “hands on” experience with the installation water quality practices.

Upon adoption of the new organizational chart and authorization to fill vacancy, coordination with Dakota County Employee Relations will occur to begin the hiring process. The filling of this vacancy would not occur until 2018.

17.107 Motion by Chamberlain, second by Johnson to adopt the new organizational chart and authorization to fill vacancy. 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 for the 87 applications for 2018 Environmental Quality Incentive Program (EQIP), eligibility through the final planning and designs must be complete by January 19, so they will be spending a significant amount of time with producers between now and January.

Wohlers noted that the Cooperative Working agreement between the NRCS and SWCD for program delivery has been fully executed and delivered via email.

She stated that there will be easement monitoring meetings in early 2018 to streamline those tasks to ensure timely and structured monitoring occurs.

Wohlers stated that on September 29th, they were informed that the contract to fill administrative positions was awarded to Ultima and they will begin the hiring process.

Wohlers mentioned that NRCS staff assisted all 4 days at the SWCD Outdoor Education Days. An ASIS employee from the State Office taught three days and John Crellin of the Area Office taught one day, where he brought the rainfall simulator for his presentations. Watson extended a thank you for their help with the Outdoor Education Days. He added that Crellin’s presentation with the rainfall simulator was the same day as the legislative tour and those in attendance were impressed.

Wohlers also added that they have not heard yet where their new office will be or when they will move.

Dakota County

There was no Dakota County report provided.

Metro Conservation Districts Joint Powers Board

There was no Metro Conservation District Joint Powers Boards report, as they did not meet.

Minnesota Association of Soil and Water Conservation Districts

There was no Minnesota Association of Soil and Water Conservation Districts report provided. The next MASWCD – Metro Area meeting is scheduled for October 31.

Cannon River One Watershed, One Plan Policy Committee

Chamberlain stated that the next meeting of the Policy Committee is scheduled for November 8. Gallagher stated that there were two more Water Conversation meetings held and she distributed an informational handout from those meetings.

12. Upcoming Meetings and Events

Zanmiller reviewed the upcoming meetings and events.

13. District Managers Report

Watson requested that the Finance Committee schedule a meeting in October to review the third quarter finances as well as the health insurance and merit compensation for 2018. The meeting was scheduled for October 25.

Watson stated that Governor Dayton’s 25 x 25 Town Hall meeting on Water Quality was held in Burnsville last night and was well attended. Several staff attended. Mark Zabel, Administrator for the Vermillion River Watershed Joint Powers Organization and Joe Beattie, Hastings High School Teacher presented.

Watson summarized that the Legislative tour went well; Supervisor Dee was in attendance, along with Senators Dan Hall and Greg Clausen, and Representatives John Koznick, Roz Peterson, and Sandra Masin. Various projects were toured including two buffer examples, a streambank stabilization, Community of Christ Church raingarden, Apple Valley Zoo parking lot retrofits, Ed and Betsy Sturm home on Lake Alimagnet, and lastly to the Outdoor Education Day learning stations.

14. Adjourn

17.108 Motion by Chamberlain, 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