



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, January 14, 2021

9:00 a.m.

4100 220th Street W, Suite 102
Farmington, Minnesota

Board Members Present:

Laura Zanmiller, Chair
Kevin Chamberlain, Vice
Jayne Hager Dee, Treasurer
Chelsea Skog, Secretary
Bruce Johnson, Public Information Officer

SWCD Staff Present:

Brian Watson David Holmen
Curt Coudron Ashley Gallagher
Lana Rotty Diane Schmidtke
Todd Matzke Lindsey Albright
Joe Barten

Others Present:

Rick Berscheid, NRCS
Chris Schmidt, NRCS
Michelle Wohlers, NRCS

Due to the local state of emergency and social distancing, the Board of Supervisors participated in the meeting via telephone and the Board meeting was conducted under Minn. Stat. § 13D.021.

1. Call to Order and Roll Call

Chair Zanmiller called the meeting to order at 9:05 a.m. Chair Zanmiller requested roll call. All Supervisors were present.

2. Election of Officers

Chair Zanmiller turned the meeting over to Brian Watson, he opened the floor for nominations for Chair.

Dee nominated Laura Zanmiller as Chair. Watson called for nominations three times.

21.001 Motion by Dee to close nominations and cast a unanimous ballot, second by Johnson. All members voting in favor. Motion carried.

Watson turned the meeting over to Chair Zanmiller

Johnson nominated Kevin Chamberlain as Vice Chair. Chair Zanmiller called for nominations three times.

21.002 Motion by Johnson to close nominations and cast a unanimous ballot, second by Dee. All members voting in favor. Motion carried.

Chamberlain nominated Jayne Hager Dee as Treasurer. Chair Zanmiller called for nominations three times, hearing no further nominations, nominations were closed.

21.003 Motion by Chamberlain to close nominations and cast a unanimous ballot, second by Skog. All members voting in favor. Motion carried.

Chamberlain nominated Chelsea Skog as Secretary. Chair Zanmiller called for nominations three times, hearing no further nominations, nominations were closed.

21.004 Motion by Chamberlain to close nominations and cast a unanimous ballot, second by Johnson. All members voting in favor. Motion carried.

Chamberlain nominated Bruce Johnson as Public Relations and Information. Chair Zanmiller called for nominations three times.

21.005 Motion by Chamberlain to close nominations and cast a unanimous ballot, second by Skog. All members voting in favor. Motion carried.

3. Audience

Chair Zanmiller asked if there was anyone on the call that wished to address the Board on an item that is not on the agenda. No one came forward.

4. Approval of Agenda

21.006 Motion by Dee, second by Johnson to approve the agenda. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried

CONSENT AGENDA

5. Approval of December 29, 2020 Meeting Minutes

The December 29, 2020 Meeting Minutes were presented.

6. Approval of January 14, 2021 Accounts Payable

The January 14, 2021 Accounts Payable were presented.

7. Designate 2021 Financial Depositories as Vermillion State Bank and Castle Rock Bank

Designate the Castle Rock Bank as the primary savings and checking account and to designate the Vermillion Bank as secondary savings and checking account.

8. Designate 2021 Official Newspaper as the Dakota County Tribune

Designate the Dakota County Tribune as the official newspaper for 2021.

9. Adopt 2021 Board Operating Rules and Guidelines

Adopt the Board Operating Rules as presented.

10. Adopt 2021 Membership Dues

Adopt membership dues, Metropolitan Conservation Districts Joint Powers Board, Cannon River Watershed Joint Powers Board, Minnesota Association of Soil and Water Conservation Districts (Area and State), National Association of Conservation District.

11. Authorization to Amend Contract with 144 Design Inc. for Web Site Redesign

Amend contract with 144 Design Inc, to extend completion date to October 31, 2021 to allow for WMO review, comment, and modifications.

12. Authorization to Execute Joint Powers Agreement with Lower Minnesota River Watershed District for 2021 Services

Authorization to execute FY2021 Joint Power Agreement with Lower Minnesota River Watershed District for administrative and technical assistance.

13. Authorization to Execute Joint Powers Agreement with Vermillion River Watershed Joint Powers Organization for 2021 Services

Authorization to execute FY2021 Joint Power Agreement with Lower Minnesota River Watershed District for administrative and technical assistance.

21.007 Motion by Chamberlain, second by Johnson to approve the consent agenda items. Members voting in favor: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

REGULAR AGENDA

14. Establish Board Committees and Assignments for 2021

Watson stated that each year we assign SWCD Board members to various organizations and internal committees. He reviewed the current list of committees and asked for comments and potential changes to the list. Chamberlain questioned if the WMOs and the VRW JPO should be on the list. Watson clarified that the SWCD is not a voting member of each of the WMOs or the VRW JPO and therefore, they are not listed.

<u>Committee</u>	<u>Member</u> (Primary)	<u>Member</u> (Alternate)
Community Development	Laura Zanmiller	Chelsea Skog
Education and Outreach.....	Jayne Hager Dee	Chelsea Skog
Finance.....	Jayne Hager Dee	Bruce Johnson
Personnel	Laura Zanmiller	Kevin Chamberlain
Rural Land	Kevin Chamberlain.....	Jayne Hager Dee
<u>Assignment</u>	<u>Primary</u>	<u>Alternate</u>
Metropolitan Conservation Districts JPB.....	Laura Zanmiller	Chelsea Skog
Legislative Assignment	Jayne Hager Dee	Chelsea Skog
NRCS Local Work Group	Kevin Chamberlain	Jayne Hager Dee
Cannon River Watershed JPB	Kevin Chamberlain.....	Jayne Hager Dee

21.008 Motion by Chamberlain, second by Johnson to approve the 2021 SWCD Board Committees and Assignments as listed above. All members voting in favor. Motion carried.

15. Announcements and Reports

Natural Resources Conservation Service

Chris Schmidt provided the Natural Resources Conservation Services (NRCS) report. He stated that the MN NRCS is starting to advertise some direct-hire positions. The Civil Engineering Technician position has been filled with Colin Williams and they are working to fill the Soil Conservation Technician position housed in Le Center. All 2020 annual CSP and CST payments have been approved. No dates have been announced yet for the 2021 CSP sign-up. MN NRCS is operating under a level zero and one, due to COVID-19; which means all staff are teleworking with up to 2 NRCS staff in the office for phones each day, maintaining physical distance, and no public allowed in the building, until further notice. All HEL and wetland determination files were boxed and shipped to be scanned digitally, that task is complete, and awaiting the digital files to be available to the Field Office. The general CRP sign-up opened on January 4 and will close on February 12. There will be two batching periods for the EQIP sign-up, the first application deadline was November 20, and the second is March 5, 2021. They must have the first batch of applications assessed by March 5, there were 53 received in Dakota County. EQIP applications for cropland, pastureland, and forestland funding will be assessed at the local level rather than area. Annual performance plans for staff are due Friday January 15.

Dakota County

There was no Dakota County report.

Metropolitan Conservation Districts Joint Power Board

There was no Metropolitan Conservation District Joint Powers Board report. The next meeting is scheduled for February 24.

Minnesota Association of Soil and Water Conservation Districts

Watson stated the Minnesota Association of Soil and Water Conservation Districts (MASWCD) provided an advocacy toolkit with resources to help navigate the 2021 legislative session. Information was also provided on the need for Clean Water funds for SWCD capacity as well as other key priorities.

Cannon River Watershed Joint Powers Board

Chamberlain stated that the Cannon River Watershed Joint Powers Board (CRWJPB) held the first meeting of the year. The officer positions remain the same, with the addition of a Treasurer, Richard Cook/Rice SWCD. The budget was approved with a few questions. The bylaws and operational policies drew quite a bit of discussion. Staff was directed to finalize prior to the next meeting. There was discussion regarding the most efficient way for projects to be approved, it was decided that the Executive Committee will review and determine if they meet approval.

Vermillion River Watershed Joint Powers Organization

There was no Vermillion River Watershed Joint Powers Organization report.

District Managers Report

Watson congratulated Supervisors Zanmiller, Chamberlain, and Skog on their re-election to 4-year terms. However, with that, he added that the results of the 2021 census may impact the district boundaries prior to the end of their terms. Watson also stated that Andy Lokken, Dakota County Elections Director, administered the oath of office to each of those Supervisors earlier this week.

Board of Supervisors Reports

There were no reports or update provided.

Upcoming Events

The upcoming events were reviewed.

16. Adjourn

20.009 Motion by Johnson, second by Chamberlain to adjourn the meeting. Members voting in favor: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Chelsea Skog

Secretary