



AGENDA

Dakota County Soil and Water Conservation District Board Meeting

August 12, 2021 - 9:00 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. Audience
Anyone 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.
4. Approval of Agenda (Additions/Corrections/Deletions)

CONSENT AGENDA

To be adopted under one motion unless a request is made to move an item to Regular Agenda for discussion

5. Approval of July 8, 2021 Meeting Minutes
6. Approval of August 12, 2021 Accounts Payable
7. Acceptance of the July 2021 Finance Report

REGULAR AGENDA

8. Authorization to Provide Final Payment to The Food Group for Establishing a Cover Crop (1-year) Action
9. Authorization to Execute Two Contracts with Bryce Kimmes for Establishing Cover Crop (1-year) Action
10. Authorization to Execute Contract with Dave Stein for Establishing Cover Crop (1-year) Action
11. Authorization to Execute Contract with Garden Homes Townhouses association for Installation of a Grade Stabilization Action
12. Authorization to Execute Contract with Rheder and Associates for Engineering Services Action
13. Authorization to Execute Contract with Maureen Fasbender Trust for Installation of a Grade Stabilization Action
14. Selection of 2021 Outstanding Conservation Cooperator Action
15. Adopt Amendments to Employee Policy Manual Action
16. Announcements and Reports
 - Natural Resources Conservation Service
 - Dakota County
 - Vermillion River Watershed Joint Powers Organization
 - Cannon River Watershed Joint Powers Board
 - Metropolitan Conservation Districts Joint Powers Board
 - Minnesota Association of Soil and Water Conservation Districts
 - District Managers Report
 - Board of Supervisor Announcements

17. Upcoming Events

Meetings and events listed below are anticipated to be held virtually unless a location is noted. Please contact staff if you have questions about meeting formats and locations since changes are occurring weekly.

- | | |
|-------------------|---|
| August 9-15, 2021 | Dakota County Fair |
| August 11, 2021 | Lower Mississippi River Watershed Management Organization Meeting – 3:00 p.m. |
| August 12, 2021 | Dakota County Soil and Water Conservation District Board Meeting
Extension and Conservation Center, 4100 220 th Street West, Farmington – 9:00 a.m. |
| August 17, 2021 | Eagan-Inver Grove Heights Watershed Management Organization Board Meeting
Eagan Maintenance Facility, 3501 Coachman Point, Eagan – 5:30 p.m. |
| August 18, 2021 | Black Dog Watershed Management Organization Board Meeting
Burnsville Maintenance Facility, 13713 Frontier Court, Burnsville – 5:00 p.m. |
| August 18, 2021 | Lower Minnesota River Watershed District Board Meeting – 7:00 p.m. |
| August 25, 2021 | Metropolitan Conservation Districts Joint Powers Board Meeting - TBD |
| August 26, 2021 | Vermillion River Watershed Joint Powers Board Meeting
Extension and Conservation Center, 4100 220 th Street West, Farmington – 1:00 p.m. |
| September 9, 2021 | Dakota County Soil and Water Conservation District Board Meeting
Extension and Conservation Center, 4100 220 th Street West, Farmington – 9:00 a.m. |

18. Adjourn



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, July 8, 2021

9:00 a.m.

4100 220th Street W, Suite 102
Farmington, Minnesota

Board Members Present:

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

SWCD Staff Present:

Brian Watson John Stelzner
Lana Rotty

Others Present:

Chris Schmidt, NRCS

1. Call to Order and Roll Call

Chair Zanmiller called the meeting to order at 9:00 a.m.

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. Nobody came forward.

4. Approval of Agenda

21.059 Motion by Johnson, second by Chamberlain to approve the agenda. All members voting in favor. Motion carried.

CONSENT AGENDA

5. Approval of June 10, 2021 Meeting Minutes

The June 10, 2021 Meeting Minutes were presented.

Supervisor Dee noted that she joined the June meeting at agenda item 12 and therefore the record of her voting through agenda item 11 should be removed.

6. Approval of July 8, 2021 Accounts Payable

The July 8, 2021 Accounts Payable were presented.

7. Acceptance of June 2021 Financial Report

The June 2021 Financial Report was reviewed.

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

REGULAR AGENDA

8. Authorization to Provide Final Payment to Eric Johnson for Establishing Native Prairie with Pollinator Habitat

Eric Johnson has completed the installation of a 3.2-acre native prairie with pollinator habitat in Ravenna Township, Vermillion River Watershed. The project was approved for funding at the April 8, 2021 Board meeting at 75% cost share not to exceed \$9,600 and based on a cost estimate of \$14,100. The final project cost was \$5,453.45.

Stelzner added that the plantings in this project included pollinator habitat mix and switch grass. Chamberlain asked if there was a reason the final project cost was considerably less than the estimate. Stelzner stated that they found a contractor that completed the prairie establishment well below estimates. Dee added that this project had a quick turn-around for installation.

21.061 Motion by Dee, second by Johnson to approve final payment to Eric Johnson for establishment of native prairie with pollinator habitat in Section 28, Ravenna Township, Vermillion River Watershed at \$4,090.09 from agreements with the Dakota County and the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

9. Authorization to Provide Final Payment to Mike Serres for Installation of Grassed Waterway

Mike Serres has completed the installation of a 1,393-foot grassed waterway in Waterford Township, Cannon River Watershed. The project was approved for funding at the May 13, 2021 Board meeting at 75% cost share not to exceed \$11,475 and based on a cost estimate of \$15,300. Final project cost was \$3,043.35.

Watson added that this project was completed for significantly less than bid estimates as much of the land clearing was not needed or done by the landowner.

21.062 Motion by Johnson, second by Skog to approve final payment to Mike Serres for installation of a grassed waterway and critical area planting in Section 8, Douglas Township, Vermillion River Watershed at \$2,282.51 from agreement with Vermillion River Watershed Joint Powers Organization. Members voting in favor: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

10. Authorization to Amend Contract with John Siebenaler for Establishing Native Prairie with Pollinator Habitat

John Siebenaler is requesting to amend contract for installation of a 0.9-acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed. Due to dry and hot conditions this year, there is concern that seed could germinate but not have enough moisture to survive through the summer if seeded under current conditions. Seeding will be postponed until late fall to allow for better establishment of the project. Additional work is needed to control weeds until the project is seeded. This additional work increases the estimated project cost from \$3,000 to \$4,000. The cost share rate would remain at 75% of actual costs not to exceed \$3,000 per acre.

Zanmiller asked what method is used to control weeds. Stelzner stated there are a couple of ways to approach that, disc up the annual weeds, plant cover crop at heavy rate and apply herbicide treatment.

21.063 Motion by Chamberlain, second by Johnson to amend contract with John Siebenaler for establishing a 0.9 acre native prairie with pollinator habitat by changing the estimated project cost to \$4,000 with cost-share at 75% not to exceed \$2,700. Members voting in favor: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

11. Authorization to Amend Contract with Brandy Wentzler for Establishing Native Prairie with Pollinator Habitat

Brandy Wentzler is requesting to amend contract for installation of a 0.5-acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed. Due to dry and hot conditions this year, there is concern that seed could germinate but not have enough moisture to survive through the summer if seeded under current conditions. Seeding will be postponed until late fall to allow for better establishment of the project. Additional work is needed to control weeds until the project is seeded. This additional work increases the estimated project cost from \$1,700 to \$2,200. The cost share rate would remain at 75% of actual costs not to exceed \$3,000 per acre.

Stelzner added that this is similar to the Siebenaler project and they are holding off to control weeds and have better native prairie establishment with fall planting.

21.064 Motion by Chamberlain, second by Johnson to amend contract with Brandy Wentzler for establishing a 0.5 acre native prairie with pollinator habitat by changing the estimated project cost to \$2,200 with cost-share at 75% not to exceed \$1,500. Members voting in favor: Dee, Chamberlain, Zanmiller, Skog, Johnson. Motion carried.

12. Authorization to Amend Contract with Audrey Anderson for Establishing Native Prairie with Pollinator Habitat

Audrey Anderson is proposing to install a .60 acre native prairie with pollinator habitat in Ravenna Township, Vermillion River Watershed. The native prairie will improve infiltration, reduce erosion, and provide wildlife habitat, particularly for pollinators. Total costs of the project are estimated at \$2,100.

Stelzner added that this project is a dedication to her father, and she became aware of this program through Jack Siebenaler.

21.065 Motion by Johnson, second by Chamberlain to execute contract with Audrey Anderson for native prairie with pollinator habitat on .60 acres in Ravenna Township of Vermillion River Watershed at 75% cost share, not to exceed \$1,575 from agreements with Dakota County and Vermillion River Watershed Joint Powers Organization. Members voting in favor: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.

13. Authorization to Execute Contract with Minnesota Department of Natural Resources for Conducting Groundwater Level Monitoring Services

The DNR has provided a FY22 professional and technical services contract to conduct groundwater level measurements at various observation wells in Dakota County. The term of the agreement is July 1, 2021 to June 30, 2022. Per this contract, 31 observation wells will be monitored on a quarterly basis and seven irrigation wells will be monitored five times (38 wells total). This is identical to what was stipulated in the FY21 contract. The work plan includes a total of 159 well readings and payment to the SWCD would be \$30 per reading at an authorized well or nest of wells, which is consistent with historical payment amounts. The contract includes a total amount not to exceed \$3,090, but the DNR does allow for an additional payment of \$720 (24 additional readings) should they request more readings, for a total contract amount not to exceed \$3,810.

Dee asked if staff was able to conduct the well observations for this contracted amount. Watson noted that staff time is tracked but no, the DNR contract payments do not fully compensate for the staff time needed to complete well readings.

Chamberlain asked if there has been any changes to groundwater levels within the irrigation wells since we are in drought conditions. Watson responded that data collected in 2021 has not yet been compiled but that the information will be available later this year and can be provided.

Dee suggested the fall tour include wetland areas and observed changes in water levels.

21.066 Motion by Chamberlain, second by Johnson to execute the FY22 contract with the Minnesota Department of Natural Resources for groundwater monitoring services. All members voting in favor. Motion carried.

14. Authorization to Submit FY22 Clean Water Fund Grant Application to the Minnesota Board of Water and Soil Resources to Implement Drinking Water Protection Practices and to Execute Agreement if Awarded

The deadline for submitting FY22 Clean Water Fund Grant applications is August 17. Staff is proposing to submit one application under this competitive grant application process. The application would request \$150,000 in grant funds to implement drinking water protection practices that protect groundwater in vulnerable areas. The grant funds would be primarily used for cover crops, harvestable covers, and establishment of perennial vegetation to reduce nitrates in groundwater. The 25% match requirement of \$37,500 would come from Dakota County funds, landowners' contribution to projects, and in-kind contributions of staff time for design and construction oversight.

21.067 Motion by Chamberlain, second by Johnson authorizing staff to submit to the Minnesota Board of Water and Soil Resources a FY22 Clean Water Fund Grant Application to Implement Drinking Water Protection Practices and execute the grant agreement if awarded. All members voting yes. Motion carried.

15. Amend 2021 Board Operating Rules

The Environment and Natural Resources Omnibus Bill signed into law on June 26, 2021 changes the Supervisor per diem cap to \$125 per day and becomes effective August 1, 2021. To accommodate this change in State Statute, our Board Operating Rules would need to be amended under Article 2, Item 2 to indicate that a Board of Supervisor shall receive compensation for services up to \$125 per day.

21.068 Motion by Dee, second by Johnson to amend the Board Operating Rules under Article 2, Item 2 Per Diem and Reimbursement of Travel Expenses Incurred on Behalf of the SWCD, a supervisor shall receive compensation for services up to \$125 per day, and may be reimbursed for expenses, including traveling expense, necessarily incurred in the discharge of duties effective August 1, 2021. All members voting in favor. Motion carried.

16. Announcements and Reports

Natural Resources Conservation Service

Chris Schmidt provided the NRCS report. He stated that Tanner Clementz was hired as the Soil Conservationist in Faribault; Katie Matilla was hired as the District Conservationist in Waconia and both started on June 7. A Soil Conservationist position in Farmington has been advertised through the direct-hire process and then the Area team will have all positions filled. The 2021 Conservation Stewardship Program (CSP) sign-up deadline was March 26. Three applications were received in Dakota, none are high priority, so they are not assessed and ranked. FY2022 CSP renewal application deadline was April 7. Two applications were received in Dakota). Watson asked about level of funding under CSP contracts. Schmidt reported that the maximum for an individual is \$200,000 and partnerships is \$400,000. He noted that the average contract is typically \$40,000 - \$80,000. The 2021 EQIP pre-approval lists are out. There were 12 applications pre-approved in Dakota for sign-up #1 and 2 applications preapproved for sign-up #2. Some landowners have deferred to 2022 or cancelled and some contracts are obligated. Minnesota did receive additional EQIP funds from NHQ, received approximately \$2.5 million. Field Office staff are working on EQIP contract documents, getting signatures, and submitting for obligation. The General Conservation

Reserve Program (CRP) sign-up is currently open, original deadline was in February, but was extended to July 23. The Continuous CRP sign-up deadline is August 6. There has been one RCPP application in Dakota and one application for the Minnesota Ag Water Quality Certification Program; deadline was June 4. The Minnesota NRCS is operating at a 50% staffing level due to COVID-19, which means most staff are still teleworking. Matt Schaar participated in a Pollinator Week event in Dakota County at the Kimber Family Farm on June 24.

Dakota County

There was no Dakota County report.

Vermillion River Watershed Joint Powers Organization

There was no Vermillion River Watershed Joint Powers Organization report. Dee noted that Mark Zabel was appointed to the BWSR Board as a Metro representative. Dee added that she was appointed as a Metro representative; however, has been switched to a non-Metro representative, based on her residence.

Cannon River Watershed Joint Powers Board

Chamberlain stated the Cannon River Watershed Joint Powers Board met yesterday. Financials are in order, planning is going well, some contracts have been encumbered and scheduled to be finalized this fall. Budget discussion is beginning for 2022. Soil health meetings, outreach, and tours are being coordinated by the Clean River Partnership, previously known as the Cannon River Watershed Partnership. Watson added that a few new Board representatives were in attendance and the meeting was an in-person format. Staff met after the Board meeting. Goodhue reported that they have four projects encumbered and are progressing. Rice stated that they have approximately \$80,000 of potential projects that are not in the Tier 1 priority area, and they cannot move forward with those at this time because of the prioritization process required. Staff are discussing this with BWSR. Chamberlain added that this is unfortunate, as the Tier 2 projects could influence the Tier 1 landowners to proceed.

Metropolitan Conservation Districts Joint Power Board

There was no Metropolitan Conservation District Joint Powers Board report. The next meeting is scheduled for August 25.

Minnesota Association of Soil and Water Conservation Districts

Zanmiller stated that the Metro Area meeting was held virtually on June 18 at 9:00 a.m. It was noted that the following policy resolutions were approved: Resolution Directing MASWCD to Develop and Maintain a Contact List of Locally Active Conservation Organizations to Increase Legislative Effectiveness (Scott) and Cost Sharing for Removal of Tile Intakes (Wright).

The following policy resolutions were not approved: MASWCD and MAWD Joint Resolutions (Washington), Adequate Funding for Soil and Water Conservation District and Non-Metro Watershed Districts (Washington), and Increased Flexibility for Minnesota Wetland Conservation Act (WCA) Activities Resulting in Drainage Impacts that are not Readily Quantifiable and/or Measurable (Wright).

District Manager Reports

Watson stated that the Dakota County Fair will be August 9 through 16. Diane Schmidtke is working with partners and coordinating the Natural Resources building displays. The next Board Meeting will be held during the fair and you will need to provide your name to the attendant when entering the parking lot. Watson noted that the Extension and Conservation Center building is open for business again. The front door remains locked for security reasons since at certain days and times of the week there can be few staff in the building due to remote working. Visitors simply need to use the doorbell at the main entrance to get assistance and enter the building.

Watson distributed a letter from concerned citizen in Apple Valley regarding the re-zoning of golf course. He clarified that they are questioning the wetland. The city has jurisdiction and Watson will see if this landowner's questions have been addressed.

Watson mentioned a recent BWSR committee meeting to discuss the Metro Watershed Based Implementation grant program. The Minnesota Association of Watershed Districts provided a policy paper that would remove statutory authorities from metro soil and water conservation districts. Watson indicated that he would be providing comments to BWSR and restating the Boards 2018 resolution regarding equal opportunity of soil and water conservation districts statewide under BWSRs Watershed Based implementation program.

Watson stated that he is working with staff to move to the next normal and finding the right balance in today's work environment. He added that the goal is to be flexibility with remote working but no employee will be allowed to work remotely 100% of the time. Dee stated that it appears working remotely is going well.

Board of Supervisors Reports

Zanmiller reported that Leslie Pilgrim is hosting a garden tour this Saturday, if anyone is interested in attending, please see her for details.

20. Upcoming Events

The upcoming events were reviewed.

21. Adjourn

21.069 Motion by Johnson, second by Chamberlain to adjourn the meeting. All members voting in favor. Motion carried.

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

Respectfully submitted,

Chelsea Skog
Secretary

**Dakota County SWCD
Income and Expense Summary**

July 2021

	Current Month	Year to Date
Income		
County Revenues	\$80,289.03	\$318,105.53
State Revenues	\$63,907.28	\$171,059.48
Local Revenues	\$130,562.30	\$192,841.17
Miscellaneous Funds	\$1,557.27	\$3,484.76
Charges for Services	<u>\$1,418.00</u>	<u>\$9,412.50</u>
Total Income	\$277,733.88	\$694,903.44
Expense		
County Expenses	\$3,755.63	\$6,940.59
State Expenses	\$3,736.74	\$43,169.96
Local Expenses	\$9,524.14	\$14,125.41
Operating Expenses	\$1,948.27	\$18,479.47
Payroll/Personnel Expenses	\$134,932.56	\$721,947.02
Project Expenses	<u>\$321.71</u>	<u>\$2,387.01</u>
Total Expense	\$154,219.05	\$807,049.46
Revenues Over/-Under Expenditures	<u>\$123,514.83</u>	<u>-\$112,146.02</u>

Dakota County SWCD

Balance Sheet

July 2021

ASSETS:

Cash in Checking - Castle Rock	\$21,433.23
Cash in Savings - Castle Rock	\$627,918.34
Cash in Checking - Vermillion Bank	\$28,635.29
Certificate of Deposit - Vermillion Bank	\$400,472.05
Petty Cash	<u>\$100.00</u>
Total Cash:	\$1,078,558.91

Accounts Receivable:

BWSR	DC Drinking Water PP 10% of Grant	\$6,040.72	
BWSR	DC Drinking Water PP 10% of Grant	\$268.77	
Black Dog WMO	Q2 2021 Invoice for Services	\$10,830.00	
Cannon River Watershed JPO	Q1 2021 Invoice for Services	\$4,742.40	
City of Burnsville	Q1 2021 Invoice for Services	\$6,658.00	
DC Vermillion River Watershed JPO	Q1 2021 Invoice for Services	\$44,835.09	
DC Parks, Facilities, Fleet	Q1 2021 Invoice for Services	\$2,440.00	
DC Parks, Facilities, Fleet	Q1 2021 Invoice for Services (TB Match)	\$4,911.33	
DC Parks, Facilities, Fleet	Q2 2021 Invoice for Services (TB Match)	\$8,992.06	
DC Transportation	Q1 2021 Invoice for Services	\$1,320.00	
DC Transportation	Q2 2021 Invoice for Services	\$480.00	
Eagan Inver Grove Heights WMO	Q2 2021 Invoice for Services	\$9,005.25	
Lower Mississippi River WMO	Q2 2021 Invoice for Services	\$17,700.77	
Lower Mississippi River WMO WBF	Q2 2021 Invoice for Services	\$189.48	
Lower MN River Watershed District	Q2 2021 Invoice for Services	\$2,400.00	
Lower MN River Watershed District WBF	Q2 2021 Invoice for Services	\$166.54	
MCD Cannon River Direct SWA	2020 Invoice for Services	\$9,597.93	
MCD Cannon River Direct SWA	2021 Invoice for Services	\$7,402.07	
MCD ETA	Q2 2021 Invoice for Services	\$7,916.52	
MCD Hosting	Q1 2021 Invoice for Services	\$6,273.35	
MCD Hosting	Q2 2021 Invoice for Services	\$4,026.64	
MCD MAWQCP	Q2 2021 Invoice for Services	\$1,633.49	
MDA NFMP	Q2 2021 Invoice for Services	\$313.79	
NCR WMO WBF	Q2 2021 Invoice for Services	<u>\$8,686.71</u>	\$166,830.91

TOTAL ASSETS: **\$1,245,389.82**

LIABILITIES AND EQUITY:

Unearned Revenue:

Buffer Law Funds 2020	\$14,638.10
Buffer Law Funds 2021	\$17,200.00
Conservation Delivery 2020	\$7,961.92
Conservation Delivery 2021	\$21,240.00
CWF 2018 Trout Brook Watershed Projects	\$54,782.31
Local Capacity Services 2020	\$9,909.73
Local Capacity Services 2021	\$98,893.62
Met Council WOMP Funds	\$5,145.57
NRBG Wetland Conservation Act 2021	\$17,046.32
State Cost Share 2020	\$4,579.00
State Cost Share 2021	\$22,054.00
WBIF 2019 Dakota SWCD	\$671.90
WBIF 2019 LM River WD	\$32,725.00
WBIF 2021 Cannon River	\$147,559.18
WBIF 2021 Miss River East	\$16,283.00
WBIF 2021 MN River South	\$25,000.00
WBIF 2021 Vermillion River	\$41,464.85
DC Annual Operating Allocation	<u>\$138,042.50</u>

Total Liabilities: \$675,197.00

Fund Balance Beginning of Year	\$682,338.84
Current Net Increase/-Decrease	<u>-\$112,146.02</u>
Fund Balance End of Current Period	\$570,192.82

TOTAL LIABILITIES AND EQUITY: **\$1,245,389.82**

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 8/12/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$2,125 to The Food Group for establishment of a cover crop.

SUMMARY:

The Food Group has established a cover crop on 85 acres in Eureka Township, Vermillion River Watershed.

The project was approved for funding at the March 11, 2021 Board meeting with an incentive payment not to exceed \$2,125. The payment is equal to \$25 per acre for 85 acres.

A cover crop of oats was seeded to provide temporary cover, reduce erosion, retain nutrients, and protect soil health. Project installation has been certified by SWCD staff.

EXPLANATION OF FISCAL/FTE IMPACT:

Project funds are available through our agreements with Dakota County and the Vermillion River Watershed Joint Powers Organization.

Supporting Documents:

21-IPP-01 The Food Group CC Factsheet

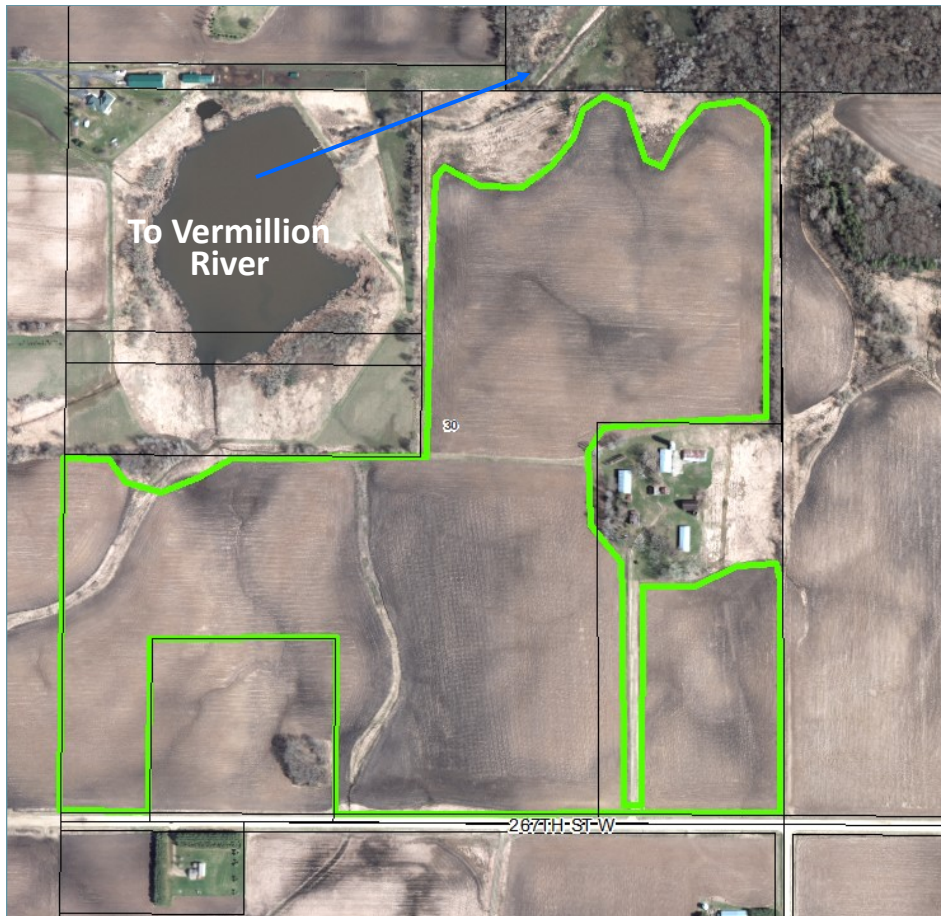
Previous Board Action:

Motion 21.015 on 3/11/21

Authorization to Execute Contract



THE FOOD GROUP COVER CROP



PRACTICE:

- Cover Crop

BENEFITS:

- 25 tons of sediment prevented from traveling downstream
- 40 lbs. of phosphorous prevented from traveling downstream
- Reduced leaching of nitrate into groundwater on highly vulnerable and sensitive soils
- Retained nutrients and improved soil health.

PARTNERS:

- Dakota County
- Vermillion River Watershed Joint Powers Organization

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

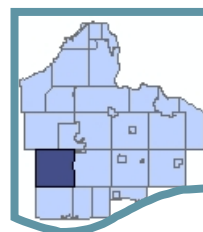
- Spring 2021

PROJECT: An oat cover crop was planted on 85 acres that would otherwise be left fallow for the growing season. The cover crop provides erosion control, reduces weeds, and prevents nutrient leaching.

FUNDING: Incentive Amount: \$2,125
(85 acres X \$25 per acre X 1 year)



LOCATION:
Eureka Township



THE FOOD GROUP

COVER CROP



A cover crop of oats was planted to reduce erosion, weeds, and nutrient leaching.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 8/12/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize execution of two contracts with Bryce Kimmes not to exceed \$4,925 for establishment of a cover crop.

SUMMARY:

Bryce Kimmes is proposing to establish a cover crop on 2 different fields. The fields are located in Marshan Township, Vermillion River Watershed and in Hampton Township, Cannon River Watershed.

Each field will have a separate contract that will require cover crop establishment for one year. Based on our adopted cost share policy, a landowner is eligible for up to \$25 per acre on a one-year contract and limited to 100 acres per field. A seeding plan has been prepared and accepted for each field.

Under each contract, incentives for establishing the cover crop are as follows:

- 100 acres not to exceed \$2,500
- 97 acres not to exceed \$2,425

Staff will certify cover crop establishment after installation.

EXPLANATION OF FISCAL/FTE IMPACT:

Project funds to install the projects are available through agreements with Dakota County and the Vermillion River Watershed Joint Powers Organization.

Supporting Documents:

21-IPP-33 Kimmes, Bryce CC Factsheet
21-IPP-34 Kimmes, Bryce CC Factsheet

Previous Board Action:

None



BRYCE KIMMES COVER CROP



PRACTICE:

- Cover Crop

BENEFITS:

- 6 tons of sediment prevented from traveling downstream
- 10 lbs. of phosphorous prevented from traveling downstream
- Reduced leaching of nitrate into groundwater on highly vulnerable and sensitive soils
- Retained nutrients and improved soil health.

PARTNERS:

- Dakota County
- Vermillion River Watershed Joint Powers Organization

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

- Fall 2021

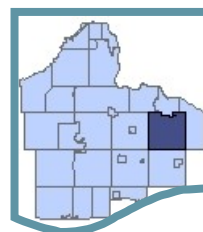
PROJECT: An oat and radish cover crop mix will be planted on 106 acres following sweet corn harvest. The cover crop will provide erosion control, reduce weed pressure, and prevent nutrient leaching.

FUNDING: Incentive Amount: **\$2,500**
(100 acres X \$25 per acre X 1 year)



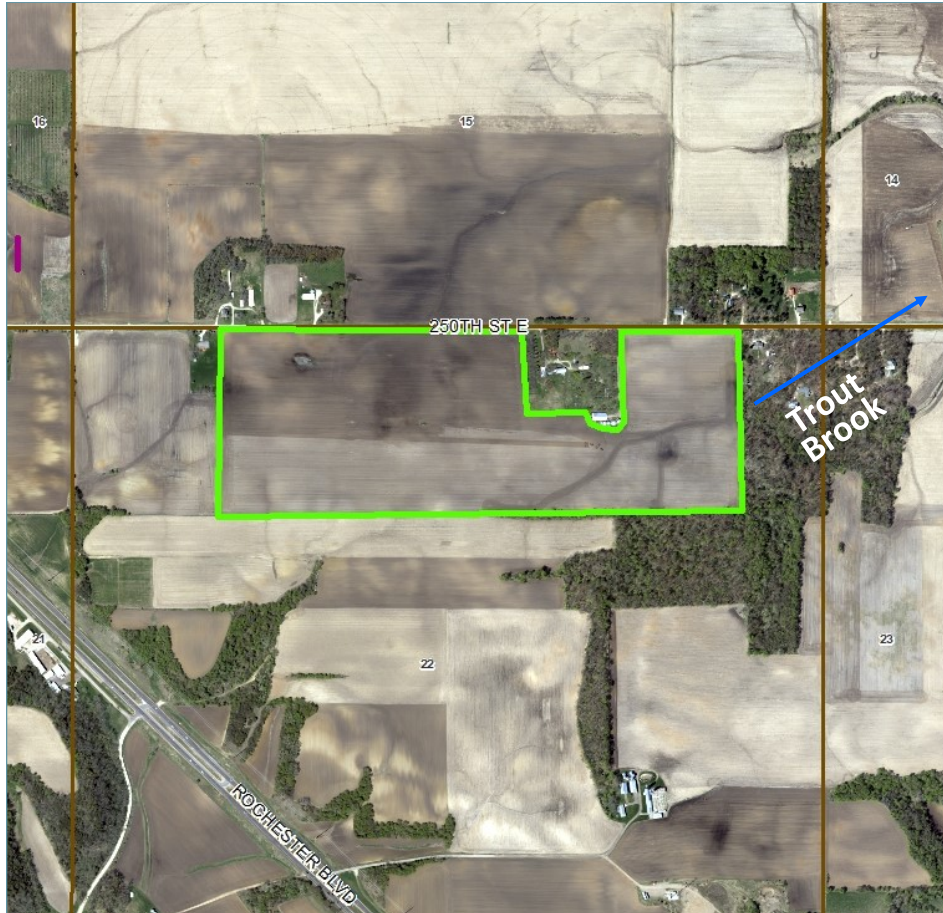
LOCATION:

Marshan
Township



BRYCE KIMMES

COVER CROP



PRACTICE:

- Cover Crop

BENEFITS:

- 32 tons of sediment prevented from traveling downstream
- 45 lbs. of phosphorous prevented from traveling downstream
- Reduced leaching of nitrate into groundwater on highly vulnerable and sensitive soils
- Retained nutrients and improved soil health.

PARTNERS:

- Dakota County

WATERSHED:

- Cannon River

RECEIVING WATERS:

- Trout Brook

INSTALLATION:

- Fall 2021

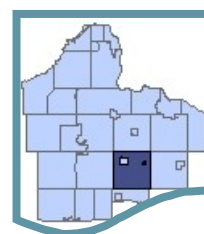
PROJECT: An oat and radish cover crop mix will be planted on 97 acres following sweet corn harvest. The cover crop will provide erosion control, reduce weed pressure, and prevent nutrient leaching.

FUNDING: Incentive Amount: **\$2,425**
(97 acres X \$25 per acre X 1 year)



LOCATION:

Hampton
Township



DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 8/12/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize execution of contract with Dave Stein not to exceed \$1,000 for the establishment of a cover crop.

SUMMARY:

Dave Stein is proposing to establish a cover crop on 40 acres. The field is located in Douglas Township, Trout Brook Watershed of the Cannon River.

A seeding plan has been prepared and accepted. Based on our adopted cost share policy, a landowner is eligible for up to \$25 per acre on a one-year contract. SWCD staff will certify cover crop establishment after installation.

EXPLANATION OF FISCAL/FTE IMPACT:

Project funds are available through our agreements with Dakota County and the North Cannon River Watershed Management Organization.

Supporting Documents:

21-IPP-40 Stein, Dave CC Factsheet

Previous Board Action:

None



DAVE STEIN COVER CROP



PRACTICE:

- Cover Crop

BENEFITS:

- 3.5 tons of sediment prevented from traveling downstream
- 5.24 lbs. of phosphorous prevented from traveling downstream
- Reduced leaching of nitrate into groundwater on highly vulnerable and sensitive soils
- Retained nutrients and improved soil health.

PARTNERS:

- Dakota County
- North Cannon River Watershed Management Organization

WATERSHED:

- Cannon River

RECEIVING WATERS:

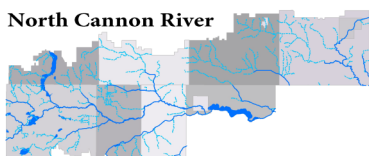
- Trout Brook

INSTALLATION:

- Fall 2021

PROJECT: An oat cover crop will be planted on 40 acres following sweet corn harvest. The cover crop will provide erosion control, reduce weed pressure, and prevent nutrient leaching.

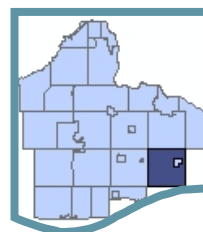
FUNDING: Incentive Amount: **\$1,000**
(40 acres X \$25 per acre X 1 year)



Watershed Management Organization

LOCATION:

Douglas
Township



DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 8/12/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize execution of a contract with Garden Homes Townhouses Association not to exceed \$25,000 for the installation of a grade stabilization.

SUMMARY:

Garden Homes Townhouses Association is proposing to construct a grade stabilization to repair an eroding gully in the City of Burnsville in the Minnesota River watershed. An existing undersized structure and failing pipe has resulted in surface water runoff creating a gully through a steep wooded area. The project will use a combination of manholes, pipe, and a rock lined channel to convey the runoff to the base of the slope and reduce future erosion.

The total costs of the project are estimated at \$44,000. Staff is recommending approval at 75% cost share not to exceed \$25,000.

EXPLANATION OF FISCAL/FTE IMPACT:

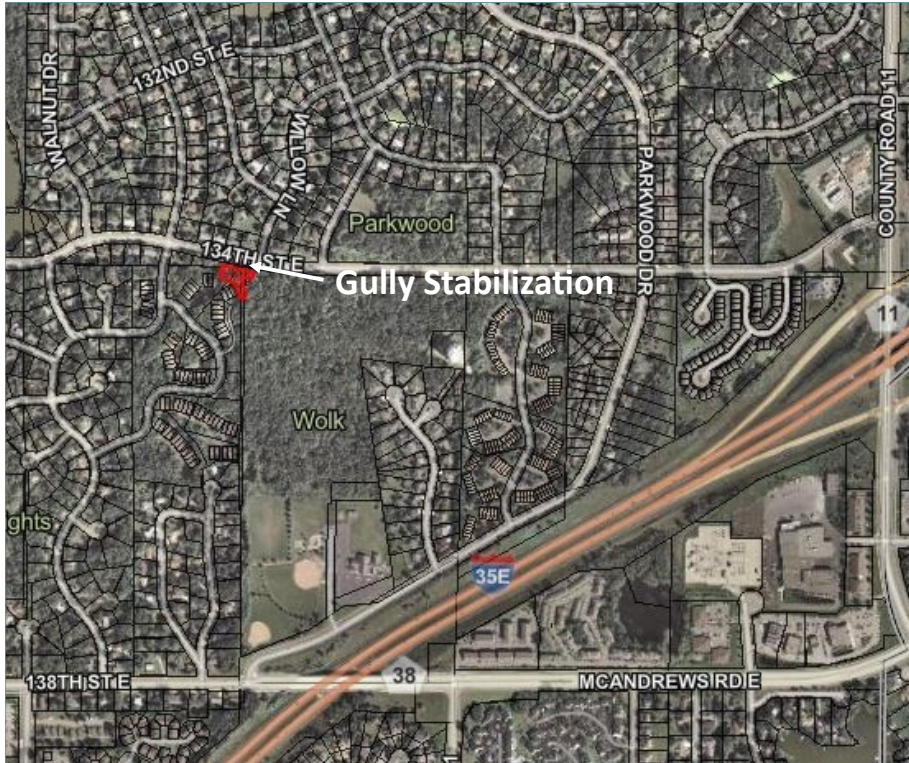
Project funds to install the project are available through the FY21 Metro WBIF- MN River South grant.

Supporting Documents:
21-CIF-02 Garden Homes Gully Factsheet

Previous Board Action:
None



GARDEN HOMES TOWNHOUSES ASSN. GULLY STABILIZATION



PRACTICE:

- Grade Stabilization

BENEFITS:

- 1.41 tons of sediment per year prevented from traveling downstream
- 1.63 lbs. of phosphorous per year prevented from traveling downstream

PARTNERS:

- Dakota County
- Minnesota Board of Water and Soil Resources

WATERSHED:

- Minnesota River

RECEIVING WATERS:

- DNR Designated Wetland 116W

INSTALLATION:

- Fall 2021

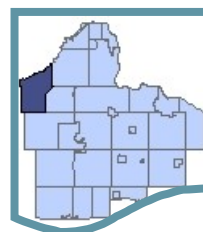
PROJECT: Runoff from adjacent building and parking lot has caused gully erosion through a wooded area of the Garden Homes Townhouses Association property. The project would use two manholes, pipe, and rock lined channel to convey runoff to a stable outlet at the base of the hill and reduce future erosion.

FUNDING:	Estimated Project Cost:	\$44,000
	Cost Share Amount:	\$25,000
	Landowner Amount	\$19,000



Clean Water Fund:
Protecting and restoring
Minnesota's waters for
generations to come.

LOCATION:
City of Burnsville



DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 8/12/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorization to execute contract with Rehder and Associates for construction administration and engineering services on a grade stabilization project located at the Maureen J Fasbender Trust property.

SUMMARY:

Engineered plans have been finalized for the stabilization of an eroding gully located in Douglas Township in the Trout Brook watershed. Rehder and Associates finalized the plans and construction documents through a separate contract with the SWCD that was approved on March 13, 2021 for site survey work and through an agreement with the landowner, Maureen J Fasbender Trust, for design work.

The landowner has requested cost share to construct the grade stabilization. Construction administration services are needed during the installation phase and for final engineering approval at the completion of the project. The project exceeds the technical approval authority levels assigned to SWCD staff by NRCS that are needed for construction oversight and certification of the project. Rehder and Associates was asked to submit a proposal for construction administration services and certification based on their involvement with the design of the project.

The total cost estimate provided for construction administration and engineering services is \$9,950 plus reimbursables. Staff is seeking authorization to execute a contract with Rehder and Associates at a cost not to exceed \$11,000.

EXPLANATION OF FISCAL/FTE IMPACT:

Engineering funds are available through the FY18 CWF Trout Brook Phase 2 grant, Metro Conservation Districts Joint Powers Board under their Engineering and Technical Assistance Grants, or our agreement with Dakota County.

Supporting Documents:

Proposal from Rehder and Associates for Construction Administration and Engineering Services

Previous Board Action:

Motion on 3/11/21

Authorization to enter into a contract with Rehder and Associates for engineering services



August 5th, 2021

**LAND SURVEYING & CIVIL ENGINEERING PROPOSAL
FOR
FASBENDER PROPERTY IN DOUGLAS TOWNSHIP, MN**

Dakota County SWCD
Attn: Todd Matzke
4100 220th Street West
Farmington, MN 55024

Project Description:

The proposed project is the construction staking and administration of a previously designed sedimentation basin, rock ditch checks & swale stabilization located approximately 2 miles southwest of Meisville in Douglas Township, Minnesota. The PID where the project is taking place is 090220076010. This proposal is based on a civil set of plans dated 8-5-21 prepared by Rehder & Associates for Phase II of the Fasbender Swale Stabilization project.

Land Surveying Services and Fees

Construction Staking: Staking silt fence, rip rap, swale/basin grades.
Provide field work for final grading as-builts. **\$3,600.00**

Civil Engineering Services and Fees

1. Assistance with bidding and contract award
2. Prepare a Storm Water Pollution Prevention Plan (SWPPP) and filing of the MPCA General Stormwater Permit for Construction Activity (if required)
3. Be present for a pre-construction meeting with contractor, SWCD, and landowner
4. Provide CAD/surface files to contractor for use in construction (if requested)
5. Review product submittals, if applicable
6. Be available during construction for phone consultation on any issues
7. Make two site visits during construction to address concerns or generally assess progress and conformance with the plans and specifications
8. Document proposed changes to the plans for SWCD review
9. Make one site visit to close-out the project
10. Prepare as-built drawing based on field work
11. Provide engineering sign-off/certification on as-builts

Construction Administration: As described above. **\$6,350.00**
(To be billed hourly)

Total Fee for Land Surveying & Civil Engineering Services: \$9,950.00

Civil Engineering Assumptions:

1. **Construction Observation/Meetings** – Four site visits are included in our fee, which would include requested attendance at weekly job-site progress meetings. Site visits or other meetings during construction that exceed the four allocated meetings, as requested, will be billed at our current hourly rates.
2. The estimated hours and fee quoted for Construction Administration (CA) is based on our best understanding of our anticipated level of involvement and experience for similarly sized projects. Our work during the CA phase will be billed hourly. If the fees allotted for CA have been exhausted, we will contact the Owner for approval prior to completing or billing for additional CA work.

Reimbursable Expenses and Payments:

- A. Permit fees (MPCA, MCES, Health Department, Watershed, County Access, etc.), City and County as built plans, messenger service, mileage, plat checking fees, plat mylars and the costs of printing of drawings for bid sets or for use for construction, when necessary, are reimbursable expenses.
- B. Invoices will be submitted monthly for work completed. Payment is expected within 30 days of receipt of invoice.

We appreciate the opportunity to submit this proposal on your project and look forward to working with you.

Submitted by:

Rehder & Associates, Inc



By: Benton Ford, P.E.

Accepted by:

Dakota County SWCD

By: Brian Watson, District Manager

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 8/12/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize execution of a contract with Maureen J Fasbender Trust not to exceed \$85,460 for the installation of a grade stabilization.

SUMMARY:

Maureen J Fasbender Trust is proposing to construct a grade stabilization in Douglas Township, Trout Brook Watershed of the Cannon River. Concentrated flow from over 2 square miles of drainage area has eroded a gully and washed sediment downstream to Trout Brook. The project will stabilize the gully, reduce future erosion, and reduce the amount of sediment reaching Trout Brook.

Because the scale of the project exceeds technical approval authority levels assigned to SWCD staff by NRCS, engineering design has been completed by a consulting engineer under contract. The project will also exceed staff's technical approval authority levels that are needed for construction and certification of the project. A separate contract for engineering services during construction has been prepared so the project can be certified by a licensed P.E. when it has been completed to specifications.

Also due to the scale and cost of the project, a customized cost share agreement has been developed instead of the standard BWSR cost share template. The agreement has been reviewed by the Dakota County Attorney and by BWSR staff for compliance with grant and project requirements.

The project is located in the Trout Brook sub-watershed and is designated as a Priority Location based on cost-effectiveness. As a Priority Location, the project is eligible for up to 90% cost share. Total project cost is estimated at \$94,956. Staff is recommending contract approval at 90% cost share, not to exceed \$85,460.

EXPLANATION OF FISCAL/FTE IMPACT:

Project funds to install the project are available through the FY18 Trout Brook Watershed Initiative Grant and our agreement with Dakota County.

Supporting Documents:

21-IPP-35 Maureen J Fasbender Trust Grade Stabilization Factsheet

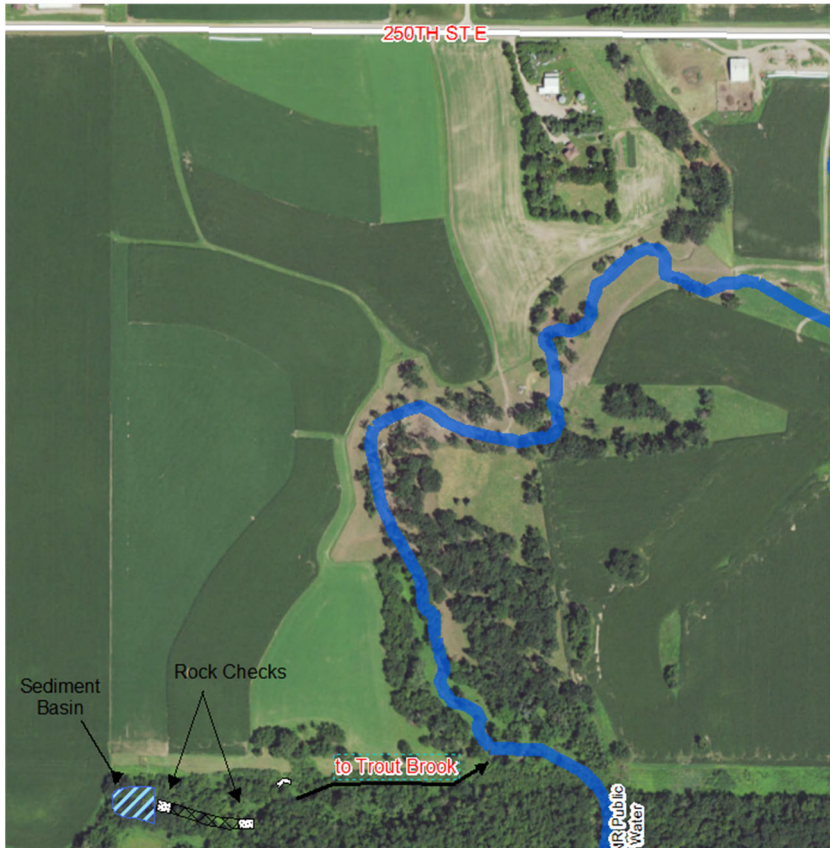
Previous Board Action:

Motion on 3/11/21

Authorization to enter into a contract with Rehder and Associates for engineering services



MAUREEN J FASBENDER TRUST GRADE STABILIZATION STRUCTURE



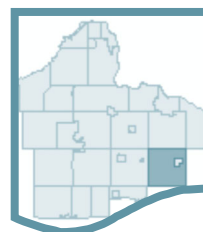
PROJECT: Stabilize a 450 foot long gully with a sediment retention basin, two rock check dams.

FUNDING:	Estimated Project Cost:	\$94,956
	Cost Share Amount:	\$85,460
	Landowner Amount	\$9,496



*Clean Water Fund:
Protecting and restoring
Minnesota's waters for
generations to come.*

LOCATION:
Douglas Township



PRACTICE:

- Grade Stabilization Structure

BENEFITS:

- 442.7 tons of sediment per year prevented from traveling downstream
- 442.7 lbs. of phosphorous per year prevented from traveling downstream

PARTNERS:

- Dakota County
- Minnesota Board of Water and Soil Resources
- USDA - Natural Resources Conservation Service

WATERSHED:

- Cannon River

RECEIVING WATERS:

- Trout Brook

INSTALLATION:

- Fall 2021

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Voice Vote

Meeting Date: 8/12/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Select 2021 Outstanding Conservation Cooperator

SUMMARY:

Each year a selection is made to identify a landowner or entity that has made a significant contribution to protecting our land and water resources. Staff has identified a number of candidates for this award and we will provide information on their accomplishments at the meeting.

The selected Outstanding Conservation Cooperator will be invited to a future SWCD Board meeting and will be invited to participate in the Minnesota Association of Soil and Water Conservation Districts annual program in December.

EXPLANATION OF FISCAL/FTE IMPACT:

None

Supporting Documents:

None

Previous Board Action:

None

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Voice Vote

Meeting Date: 8/12/2021

Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Adopt amendments to Employee Policy Manual

SUMMARY:

Proposed changes to the Employee Policy Manual have been considered. Changes were coordinated with Dakota County Employee Relations, Risk Management and Attorney's Office.

Several more minor changes were made to correct grammar errors, improve formatting, and provide clarity on terminology. The more significant changes include:

- Changes to the Employee Workday section to include a Remote Work Schedule option
- Clarifying Overtime/Compensatory Time section for exempt and nonexempt employees
- Deleting the Leave of Absence section and replacing with Flex Leave that references County Policy 3241
- Deleting Medical and Dental Insurance Continuation section as it is covered under State Statute

EXPLANATION OF FISCAL/FTE IMPACT:

No significant increase in operating expenses are anticipated with proposed amendments.

Supporting Documents:

Draft Amendments to Employee Policy Manual

Previous Board Action:

Motion 17.096 on 9/07/2017

Approve Amendments to
Employee Policy Manual

DRAFT

**DAKOTA COUNTY SOIL AND WATER
CONSERVATION DISTRICT**



Policy Manual

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INTRODUCTION

The Dakota County Soil and Water Conservation District Board of Supervisors (~~District~~ Board) has adopted the Dakota County Employee Relations Policy and Procedures Manual (County Manual) except in those cases where the Board of Supervisors has adopted a corresponding provision governing employee rights and responsibilities that ~~is are~~ inconsistent with ~~the County this~~ Manual. ~~In those cases where the District Board has adopted provisions inconsistent with the County Manual, the provisions adopted by the District Board shall prevail.~~

JOINT POWERS AGREEMENT WITH DAKOTA COUNTY

The Dakota Soil and Water Conservation District (hereinafter District) and Dakota County (hereinafter County) have entered into a Joint Powers Agreement (JPA) for the provision of selected services. This ~~Joint Powers Agreement JPA~~ establishes the terms and responsibilities by which the County will provide to the District, technical and professional assistance in administrative service areas of legal counsel, insurance procurement and worker safety, and human resources. Through this ~~Agreement JPA~~ the District and the County intend to work cooperatively in providing certain administrative services. However, this ~~Agreement JPA~~ does not limit any other authority or power of the ~~District~~ Board or the County Board of Commissioners.

MISSION STATEMENT

Partners in Land and Water Conservation

PURPOSE OF ~~DISTRICT POLICY~~ MANUAL

This ~~District~~ Manual is designed to provide you, the employee of the District, with pertinent information regarding employment policies. ~~of the District.~~ This ~~District~~ Manual is a supplement to the ~~Dakota County Employee Relations Policy and Procedures~~ County Manual. ~~In the event the provisions of the District Manual and the County Manual conflict, the provisions of the District Manual shall prevail.~~

SCOPE OF POLICY

The policies stated ~~herein~~ ~~in this District Manual and the County Manual~~ apply to all District employees, unless provided otherwise by state and federal law, union contracts, or specifically exempted within the provisions of these policies. If you have any questions or suggestions pertaining to ~~these~~ ~~the District's~~ policies and procedures, feel free to discuss them with the District Manager or the ~~District~~ Board.

ADOPTION

This ~~Policy Manual~~ ~~District Manual~~ was approved by the ~~District~~ Board on ~~xx xx 2021~~ and supersedes all previous versions.

~~July 9, 1998. Revised November 5, 1998, August 3, 1999, April 6, 2000, August 7, 2003, January 5, 2006, December 4, 2008, January 5, 2012, September 4, 2014, and September 7, 2017.~~

AMENDMENTS AND REVOCATION

The ~~District~~ Board may at any time add, amend, or revoke any or all of these policies. The ~~District~~ Board may also add to these policies at any time. The ~~District~~ Board is the sole authority for making any changes ~~to this District Manual.~~

ADMINISTRATION

The District Manager will provide each employee ~~information on~~ the County Manual, ~~Policy~~ the District Manual, and ~~the County Employee Relations Policies and Procedures Manual, the Dakota County Soil and Water Conservation District Policy, and~~ current version of the Dakota County Merit Compensation Policy and Plan. The Dakota County Merit Compensation Policy and Plan will only be used as a guideline ~~only~~ for annual ~~District~~ Board decisions regarding staff compensation. Each new employee will sign acknowledgement of receipt of these items. Work rights and obligations pertaining to the employee and

any changes in personnel policy, procedures, work rights and obligations shall be communicated to the employee and to Dakota County Employee Relations Department in writing thirty days prior to such changes.

ROLE OF BOARD OF SUPERVISORS AND STAFF

The District is committed to a balanced organization that builds a culture of trust among the Board, staff and the public. The District Board sets policy and long-term objectives. ~~is a policy board, meaning that its primary focus is not running the day-to-day activities of the District, but on setting overall policy and long-term objectives.~~ The Staff then develops projects and programs to achieve Board objectives. ~~then uses these policies and objectives to ensure that the District is proceeding in the direction set by the Board.~~

Board of Supervisors

As elected officials, the District Board is responsible for operating the District as a political subdivision of state government. The duties of the District Board include:

- Establish ~~ing~~ policies on personnel management
- ~~Establish ing policies~~ Set fee schedules on charges for services
- Establish ~~ing~~ policies on compensation for supervisors and staff employees
- Establish ~~ing~~ policies to implement state grant programs
- Maintain ~~ing~~ a working relationship with other political bodies and ~~other state~~ agencies, ~~including BWSR, USDA-NRCS, county commissioners, county extension, and other agencies~~
- Enter ~~ing~~ into ~~memoranda of understanding or working~~ agreements with other ~~as many~~ agencies to coordinate the conservation and development of resources in the District ~~as necessary to coordinate the conservation and development of resources in the District~~
- Pursue ~~ing~~ funds and insurance for District operations from the County, ~~commissioners~~, the State of Minnesota and other entities ~~as opportunities arise~~
- Cooperate ~~ing~~ with other districts and watersheds in resource activities
- Conduct ~~ing~~ an Organizational annual meeting typically held in January
- ~~Act ing as a spokesperson on~~ Address conservation and environmental issues
- Discuss ~~ing~~ the District's programs with ~~businesses, persons,~~ businesspersons, civic and sporting clubs, professional groups, educators, landowners and land operators

District Staff

~~Although the policies, a~~ Annual and long-range plans developed by the District Board will guide the activities of District staff. ~~in everyday activities,~~ The District Manager will be the Board's ~~key~~ primary key contact in supervising the operation of the District. The Board will work closely with the District Manager to:

- Delegate responsibilities to employees
- Set work priorities
- Develop annual ~~and long-range~~ budgets
- Identify training needs ~~and arrange schedule for Board and staff~~
- Develop an employee evaluation system
- Allocate adequate clerical and technical support ~~help~~ to meet the needs of the District ~~and provide each employee with a specific job description~~
- Assure that all individuals with the District organization entrusted with District funds are bonded
- Maintain communication with staff members of ~~federal, state and local organizations the Minnesota Board of Water and Soil Resources,~~ to keep lines of communication open
- Approve or reject cooperator agreements, land stewardship plans and conservation plans

- Develop ~~Look for~~ new programs and expand existing programs
- Support local, state and national associations to ensure ~~keep lines of~~ communication and ~~open and~~ provide representation of District concepts at all levels
- Prepare and ~~distribute an~~ annual report of accomplishments; ~~making sure to circulate copies to interested parties.~~

DRAFT

PAY CALENDAR

Paychecks shall be issued every two weeks on every other Thursday and approximately 12 days after the end of each two week pay period.

All employees must participate in direct deposit. New ~~Newly-hired~~ employees must enroll when completing their initial new hire paperwork. Changes to your direct deposit accounts should be coordinated with the Finance and Grants Coordinator or District Manager.

DRAFT

EMPLOYEE WORKDAY

Normal office and working hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Full-time employees work the equivalent of an eight-hour day, or 40-hour work week, or an equivalent number of hours through the arrangements described below. ~~The District Office is considered to be the primary work-site for all District employees.~~

The District offers flexible work schedules to meet the demands of today's working environment while maintaining a focus on customer service and employee availability during normal working hours. ~~Employees shall be expected to arrive to work on time to begin and end their workday at their scheduled times.~~ Each employee must maintain a routine work schedule approved by ~~and coordinate that work schedule with~~ the District Manager and first level supervisor, if applicable, to ensure the District is meeting both internal and external customer service demands. ~~properly staffed at all times. Changes to routine work schedules as described below need approval from the District Manager.~~

Eligible employees may elect any of the following alternative work schedules: ~~Employee options under a~~ Flex Work Schedule, Compressed Work Schedule or Remote Work Schedule. All alternative work schedules are considered employee privileges and may be withdrawn by the District Manager or Board at any time. ~~ome District employees may not be eligible for any alternative one or more flexible work schedule options due to the duties and responsibilities of their position. Routine work schedules will require employees to work between the hours of 7:00 a.m. and 5:30 p.m.~~

Changes to an employee's routine work schedules require approval from the District Manager. The District Manager's routine work schedule will be approved by the Board's Personnel Committee.

FLEX WORK SCHEDULE

~~To provide greater flexibility,~~ The District Board offers full-time or part-time employees ~~of the District~~ the privilege of working a Flex Work Schedule (FWS). Employees working a FWS may establish a routine schedule that allows them to ~~arrive to begin~~ work between the hours of 7:00 a.m. and 8:00 a.m., and work for eight or nine hours plus a thirty-minute unpaid lunch break. ~~Staff may request and establish a routine work schedule that allows them to arrive to work before 7:00 a.m. and after 8:00 a.m. upon approval of the District Manager.~~ In no case can a full-time employee use their 30-minute lunch break to reduce their work-day unless Flex Leave or accrued Comp Time is used.

COMPRESSED WORK SCHEDULE

The District Board offers full-time ~~exempt~~ employees the option of working a Compressed Work Schedule (CWS). Employees choosing a CWS work the equivalent of 44 hours one week of the pay period and 36 hours the other week of the pay period. Employees qualify for one day off per pay period upon establishing a nine-hour work schedule. Employees choosing a CWS will establish a ~~normal routine~~ day off per pay period. ~~and obtain approval from the District Manger if any changes are requested.~~

~~Employees choosing either a FWS or CWS, or combination of both, must establish and adhere to a routine schedule that will be maintained by the District Manager. All workdays must begin on the hour or half hour. Both FWS and CWS are employee privileges and may be withdrawn by the District Board at any time.~~

REMOTE WORK SCHEDULE

The Board offers full-time or part-time employees the opportunity to have a Remote Work Schedule (RWS). Employees choosing a RWS may be allowed to work from a remote location approved by the District Manager instead of the District office. The maximum number of hours an employee can work remotely each week and the location where the remote work will take place must be approved by the

District Manager and will be identified in the employee's routine work schedule. Employees who choose the RWS may work in the primary office more than provided under their RWS, but not less. The District Manager, or first level supervisor if applicable, can require employees to have a physical presence in the office on a day that was scheduled for remote work and employees should expect this will occur under an approved RWS.

The District Manager may at their sole discretion deny, limit or rescind an employee's ability to work remotely based on a determination that the privilege is being abused or is negatively affecting their productivity, quality of work or ability to provide timely communications with existing District staff, partner organizations or external customers. Remote working does not change an employee's job responsibilities or standards.

The employee's remote work location will be considered an extension of the District's workspace. The District will continue to be liable for job-related accidents that occur in the remote work location. The District assumes no liability for injuries occurring in the employee's remote work location outside the agreed upon work hours. The District is not liable for loss, destruction, or injury that may occur in or to the employee's remote work location. This includes family members, visitors, or others that may become injured within or around the employee's remote work location.

District policies, rules and practices shall apply at the alternative work location, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the remote work arrangement, disciplinary action.

OVERTIME/COMPENSATORY TIME

Employees who work overtime are compensated with compensatory time off rather than receiving overtime pay. For nonexempt employees, compensatory time off shall be accrued at one and one-half hours for each hour of overtime worked over a 40 ~~hour~~ in a workweek. Compensatory time off for exempt employees shall be accrued at one hour for each hour ~~of overtime worked exceeding over 80 hour~~ in a pay period.

No employee may maintain a balance of compensatory time in excess of 40 hours during the calendar year. ~~Nonexempt employees with a compensatory time balance of 40 hours will receive overtime pay in lieu of additional compensatory time. Exempt employees with a compensatory time balance of 40 hours will not accrue any additional compensatory time.~~

Employees must use all compensatory time by the end of each calendar year ~~and may not carry compensatory time from one calendar year to the next.~~ Nonexempt employees who have a compensatory time balance at the end of the calendar year will receive overtime pay for the balance. Exempt employees forfeit any balance of compensatory time remaining at the end of the calendar year.

Employees, both exempt and nonexempt, cannot work overtime without prior approval of the District Manager. The District Manager may grant prior approval to work overtime through a "blanket approval" in selected areas (e.g. where an employee is attending a meeting for which the employee was assigned to attend or during specific tasks such as planting or construction seasons) as a general practice for the District. ~~In the event an employee works overtime without prior approval, the employee must record the overtime hours on their timecard and notify the District Manager of the overtime work as soon as possible~~

~~No compensatory time can be accrued without prior approval of the District Manager. The District Manager may grant prior approval to accrue comp time through a "blanket approval" in selected areas (e.g. where an employee is attending a meeting for which the employee was assigned to attend or during~~

~~specific tasks such as planting or construction seasons) as a general practice for the District. The failure for the employee to obtain approval to accrue comp time means the employee is not eligible to work the time and accrue compensatory time for such work.~~

Upon separation of employment, nonexempt employees will receive overtime compensation for their compensatory time balance. Exempt employees forfeit any balance of compensatory time upon separation.

The District Manager shall not receive compensatory time off for overtime worked.

DRAFT

TIME RECORDS

The District's workweek is Sunday through Saturday, beginning at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday. The District maintains a two-week pay period that begins on Sunday and ends on a Saturday. ~~Individual~~ Employees ~~time reporting forms~~ shall comply with ~~be used by all~~ District ~~staff~~ time reporting procedures. The time reporting form requires the signature of the employee and the District Manager. By signing the time reports, the employee certifies its authenticity and accuracy. Employee time records are maintained by the District.

Time reporting ~~forms are to~~ shall be submitted to the District Manager by Friday following the end of the previous pay period. All time will be recorded in 1/2-hour increments ~~or more~~ rounding up or down to the nearest half-hour

The District strictly prohibits nonexempt employees from performing any work off-the-clock (i.e., work that is not recorded on a time reporting form). No supervisor or manager has the authority to ask nonexempt employees not to report, or to delay reporting, hours worked.

~~LEAVE OF ABSENCE~~ **FLEX LEAVE**

All employees of the District shall participate in a Flex Leave Program as described in County Policy 3241. The provisions of County Policy 3241 apply to all District staff, subject to the below modification.

Maximum flex leave carry-over from one year to the next is 60 days / 480 hours. Under no circumstance will more than 480 hours be paid to an employee upon separation of employment. Any accrued and unused flex leave in excess of 480 hours will be forfeited upon separation of employment.

~~All District staff will participate in a Flex Leave Plan. Refer to Dakota County Employee Relations Policy and Procedures Manual for a listing of paid holidays and other paid or unpaid leave of absences not specifically described under this policy herein.~~

Flex Leave Plan (Paid)

~~All employees of the District shall participate in a Flex Leave Program as identified through Dakota County Policy # 3241 and as subsequently modified by the District under this policy.~~

~~Maximum flex leave carry over from one year to the next is 60 days / 480 hours. Under no circumstance will more than 480 hours be paid to an employee upon severance of employment. Any accrued and unused flex leave in excess of 480 hours will be forfeited upon separation of employment.~~

Accrual rates for Flex Leave will be as follows:

0 through 5 years of service	160 hours/20 days per year
6 through 10 years of service	192 hours/24 days per year
11 through 15 years of service	240 hours/30 days per year
16 or more years of service	304 hours/38 days per year

Conversion of Flex Leave to Deferred Compensation and Wages

~~Employees have the option to convert their accrued Flex Leave into deferred compensation or to wages. Employees will make elections to conversion during the annual open enrollment period.~~

~~To be eligible to participate in the annual conversion of convert Flex Leave to deferred compensation or wages, employees must meet all the following criteria:~~

- ~~• Employees must have used 60 hours of Flex Leave during the first three payroll quarters~~
- ~~• Employees must have 60 hours of Flex Leave accrued at the last payroll preceding open enrollment~~
- ~~• Employees must have a balance of 60 hours of Flex Leave after conversion~~

~~The maximum amount of Flex Leave that can be converted to deferred compensation is 20 percent of the total Flex Leave balance or applicable limitations as stated in IRC Section 457 and State salary statute. Conversion of Flex Leave to deferred compensation will be effective the following year.~~

~~Employees may convert to wages up to 80 Flex Leave hours in order to offset the cost of benefit enrollments provided they meet all of the above conversion requirements above.~~

~~Employees, who have terminated employment with the District or qualify as a retiree, may convert Flex Leave to deferred compensation, subject to maximum deferral regulations as stated in IRC Section 457, on their severance payment.~~

~~**Military Leave (Paid)**~~

~~Employees who are members of any reserve component of the military forces of the United States are granted military leave to go on active duty for necessary training periods. Paid military leave cannot exceed 15 days in one calendar year. All requests for military leave require four week's notice. Copies of military orders requiring leave shall be submitted to the District Manager prior to approval of the leave.~~

~~**Court Duty Leave (Paid)**~~

~~Employees subpoenaed as witnesses or called and selected for jury duty are granted court duty leave. Employees must remit to the District compensation received for jury or witness duty. The employee keeps pay for expenses.~~

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Disability Medical Leave (Unpaid)

Employees may request disability medical leaves if any mental illness, injury, or condition (including pregnancy) renders them disabled and unable to safely perform their normal duties. Requests must be accompanied by a physician's statement which:

1. Identifies the disability;
2. Indicates the date on which the employee will become or became unable to perform regular duties; and
3. Provides the date on which the employee will be able to return to work. The District reserves the right to require employees on or requesting disability medical leave, submit additional medical documentation or undergo a medical examination by a physician selected by the District (at the District's expense).

Disability Medical leaves may not, under any circumstances, extend beyond the period of an employee's actual disability. Employees must regularly advise the District Manager of their status and expected return to work date. Failure to return to work follow the period of the actual disability will be considered a voluntary resignation.

Employees returning from disability medical leaves must submit a physician's statement establishing the duties they are safely able to perform. The District reserves the right to require that employees returning from disability medical leaves submit additional medical documentation or undergo a medical examination by a physician selected by the District (at the District's expense).

For the purpose of Under this policy, employees receiving disability related compensation are considered will be regarded as being on an unpaid leave.

Personal Leave (Unpaid)

Employees may request personal leaves for any reasonable purpose. All personal leaves are subject to approval by the Board of Supervisors.

Family and Medical Leave Act (FMLA) (Unpaid)

An employee who has been employed for at least one year and who has worked at least 1,250 hours during that time is eligible for a leave of absence pursuant to under the FMLA. Leaves of absence under the FMLA may be for the birth, adoption, or placement for adoption, or foster care, of a child with the employee; in order to care for the spouse, child, or parent of the employee; or because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

LAYOFFS, RESIGNATION AND TERMINATION

LAYOFFS

Refer to Dakota County Policy 3380 or subsequent applicable Dakota County Policy relating to employee layoffs.

TERMINATION

Refer to Dakota County Policy 3380 or subsequent applicable Dakota County Policy relating to employee terminations.

RESIGNATION

When an employee wishes to resign from District ~~services~~ employment, the employee shall submit written resignation to the District Manager or District Board Chair. ~~To resign in good standing,~~ The employee must give at least fourteen (14) days' notice ~~of his/her intention~~ to resign in good standing. The District Manager shall give at least one (1) month notice to resign in good standing.

SEVERANCE AND TERMINATION PAY

All employees who resign, retire or whose employment is terminated shall be entitled to payment for ~~up to 480 hours of accumulated accrued~~ Flex Leave. ~~and all compensatory time accrued.~~

DEATH BENEFITS

Upon the death of an employee of the District, severance pay shall be made available to the employee's surviving spouse, dependent, or personal representative, in the form of a check made payable to the decedent for the purpose of deposit into the decedent's estate. Severance pay shall include unused Flex Leave and compensatory time as described above.

ALLOWANCE FOR USE OF PERSONAL MOBILE DEVICES

Refer to Dakota County Policy 6007

All employees of the District that use mobile devices connected to external networks outside of the Districts direct control must follow Dakota County Mobile Devices policy 6007 and as subsequently modified by ~~the~~ this District ~~under this~~ policy.

The purpose of this policy is to define standards, procedures, and expectations for any users who access County and ~~SWCD District~~ data from mobile devices. This policy ~~recognizes~~ ~~recognized~~ that now and in the future, ~~Dakota County SWCDs recognizes~~, the District's business may be conducted on personally-owned mobile devices. The District will not purchase phones under this policy. However, this policy must be followed by all mobile device users ~~no matter who owns the~~ regardless of device ownership.

Allowances may be provided to employees who have business necessity for access to mobile devices, applications, or services. Business necessity shall be determined ~~in relation to one or more of~~ considering the following: work-related safety risks; meeting customer expectations or needs; the need for immediate communication with staff or others when the employee is frequently away from ~~his/her~~ their primary work area; the achievement of demonstrable ~~efficiently~~ efficiencies in the delivery of District services; ~~and/or~~ the duty to provide business support, outside of regular business hours, or any combination of the foregoing. The District Manager will establish criteria ~~for determining~~ to determine which employees are eligible for an allowance and the amount of such allowances.

The Mobile Devices Application for Personal Phone Allowance will be completed by employees and submitted to the District Manager to determine if a business need exists for use of a mobile device. An explanation of the business need is required. The District Manager will review the application and determine if the employee ~~will be~~ is eligible for ~~personally-owned device~~ an allowance and the amount of ~~the~~ such allowances.

Allowances for personally-owned devices will ~~be include~~ one of the three following amounts, ~~as determined by the District Manager~~:

- \$15/month Lowest tier ~~and~~ for infrequent need of voice and text communication
- \$26/month Middle tier ~~and~~ for frequent voice and text communication or infrequent data access
- \$46/month Highest tier ~~and~~ for frequent need of data access to email/calendar or heavy reliance on County data networks.

FOOT PROTECTION

Refer to Dakota County Policy ~~5511~~ 5510

Affected employees must wear protective footwear when working in areas where there is danger of foot injuries ~~due to~~ from rolling or falling objects, objects piercing their sole, objects that may cut into the feet, and where employees are exposed to electrical hazards. The District Manager will review each employee's position description and determine if foot protection is necessary and determine which types of shoe or boot styles are needed.

Employees who are required to wear protective footwear will be reimbursed up to ~~\$150~~ \$170 per calendar year. Determination for footwear replacement is subject to District Manager approval and judgment based on the condition of the existing equipment and need for replacement.

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CLOTHING ALLOWANCE

The District recognizes the importance of marketing and identification when meeting with the public and facilitating meetings. For this reason, an annual clothing allowance with embroidered District identification will be provided to both supervisors and staff.

Clothing purchases will be limited to upper body wear not including hats, gloves or mittens. Choices will be limited to company standards and availability. Clothing purchases will be made by the District and not by individual staff.

Clothing allowances will be provided as follows:

- \$150 **maximum** for first year of employment or eligibility
- \$50 maximum each year **thereafter**

All costs above these amounts will be paid by the employee. Under no circumstance can an employee **provide** transfer their allowance to another employee.

TRAINING AND CONFERENCES

The ~~Soil and Water Conservation~~ District supports and encourages adequate training for employees and their attendance at work related conferences. Individual Development Plans (IDP) that identify and improve employee's knowledge, skills and abilities are a requirement of annual performance reviews.

~~In order~~ For both the organization and staff to balance the need and their time demands to attend training, conferences, or accommodate requests from others to participate in outside speaking engagements, the following policy shall apply.

Training, conference attendance, or public speaking engagements are dependent on available funding and approval by the District Manager.

A maximum of 80 hours per calendar year will be allowed for employee attendance ~~of at~~ nonessential training activities or conferences. Essential training includes those ~~items~~ identified on employee IDP or training activities and conferences associated with specific program requirements.

A maximum of 80 hours per calendar year will be allowed for the preparation, travel, and actual time spent to accommodate speaking engagement requests for organizations not affiliated with ~~Soil and Water Conservation Districts~~ The District..

CREDIT CARD PURCHASES

The purpose of this policy is to provide clear direction for the use of the District's business credit card program. According to Minnesota law, credit cards should only be used by authorized employees and officers to make purchases on behalf of the District. If the District does not authorize the credit card purchase, the employee/officer who made the purchase becomes personally liable for the ~~amount~~ payment of ~~the unauthorized~~ purchase.

For purposes of this policy, the District Board authorizes the District Manager and appropriate ~~SWGD District~~ staff to make ~~such business~~ purchases on behalf of the District. No personal use of the credit card is permitted.

The following are several key areas that require District Manager and/or Finance and Grants Coordinator support:

- Review and approve monthly statements to ensure ~~that~~ all transactions and charges are accurate and appropriate
- Ensure ~~that~~ the Business ~~Credit Card~~ is not used to make personal purchases
- Immediately after a ~~Business Card~~ purchase is made, the employee / individual making the purchase must submit a detailed receipt of the products purchased to the Finance and Grants Coordinator, with an explanation as to why the purchase was ~~needed~~ necessary
- Other documentation, such as invoice, order acknowledgement, packing slip, must also be retained.

FRAGRANCE USE

The ~~type of work that we~~ the District performs for the public requires each ~~of us~~ employee to work closely with ~~our~~ co-workers, clients, vendors and the public, both inside and outside the office environments. It is important ~~that we~~ to be considerate of others who ~~may~~ have sensitivities or allergies ~~to things that we bring in to our work areas.~~

Examples of items that can aggravate existing symptoms and make the work environment uncomfortable ~~are~~ include:

- Strong perfumes, colognes, after-shave ~~or similar personal fragrance products~~
- Aerosol sprays (deodorizers, hair spray, static cling preventers, ~~cleaners or similar products~~)
- Plants (flowering, bug-infested, moldy soil, aromatic such as eucalyptus, ~~or similar~~)
- Ionizers (Ozone generators), humidifies reservoirs
- Potpourri, incense ~~or other fragrance scented products~~
- Dry cleaning agents in clothes

The goal of this policy is that ~~each of you~~ all employees consider the items you bring into ~~you're~~ the work environment and discontinue using or remove items that can adversely affect ~~your co-workers or the public~~ others. ~~You might also~~ Employees could consider substituting hypo-allergenic items or solids for sprays. Aerosol sprays used in one area are quickly dispersed through the ventilation system and may affect several employees in other areas.

~~MEDICAL AND DENTAL INSURANCE CONTINUATION~~

~~Employees who retire from Public Service are eligible to continue health and dental coverage under the District Group policies (Minnesota State Statute 471.61 sub d.2b(a)). Retirees are responsible for 100% of premium for the individual and eligible covered dependents. Retirees can continue coverage for as long as they choose, however, if they choose to leave the group plan they will not be eligible to return.~~

~~The District will keep retirees in the same coverage pool as employees with respect to rates and benefits until retirees reach age 65. After age 65, the District may provide coverage under another plan option.~~

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