



AGENDA

Dakota County Soil and Water Conservation District Board Meeting

Thursday, December 9, 2021 - 9:00 a.m.

Meeting Room 1 – 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 November 10, 2021 Meeting Minutes
6. Approval of December 9, 2021 Accounts Payable
7. Acceptance of the November Finance Report

REGULAR AGENDA

8. Authorization to Provide Partial Payment to Peine Farms Under Three Contracts for Establishing Cover Crops (3-year) Action
9. Authorization to Provide Final Payment to DST LLP for Establishing Cover Crop (1-year) Action
10. Authorization to Provide Final Payment to Dave Stein for Establishing Cover Crop (1-year) Action
11. Authorization to Provide Final Payment to Molitor Brothers LTD Partnership for Installation of Water and Sediment Control Basin Action
12. Authorization to Provide Final Payment to Peter Schweich for Installation of Grassed Waterway and Critical Area Planting Action
13. Authorization to Provide Final Payment to Kent Otte for Installation of Grassed Waterway Action
14. Authorization to Provide Final Payment to Ambrey Gartner for Installing Native Prairie with Pollinator Habitat Action
15. Authorization to Provide Final Payment to Jack Siebenaler for Installing Native Prairie with Pollinator Habitat Action
16. Authorization to Provide Final Payment to Brandy Wentzler for Installing Native Prairie with Pollinator Habitat Action
17. Authorization to Provide Final Payment to Noah Blaha for Installing Native Prairie with Pollinator Habitat Action
18. Authorization to Provide Final Payment to Nolie Freeman for Installing Native Prairie with Pollinator Habitat Action

19. Authorization to Provide Final Payment to Audrey Anderson for Installing Native Prairie with Pollinator Habitat Action
20. Authorization to Provide Final Payment to Metropolitan Mosquito Control District for Installing Native Prairie with Pollinator Habitat Action
21. Authorization to Submit Application to the Minnesota Conservation Corps for 2022 Crew Labor and to Execute Agreement if Awarded Action
22. Adopt 2022 Merit Compensation Policy and Plan Action
23. Adopt 2022 Budget Action
24. Set Date and Time for Special Board Meeting Action
25. Establish Board Meeting Schedule for 2022 Action
26. 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
27. Upcoming Events

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

December 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.
December 12-14 2021	Minnesota Association of Soil and Water Conservation Districts Annual Meeting Double Tree Inn by Hilton, 7800 Normandale Blvd., Bloomington
December 15, 2021	Black Dog Watershed Management Organization Meeting Burnsville Maintenance Facility, 13713 Frontier Court, Burnsville – 5:00 p.m.
December 15, 2021	Lower Minnesota River Watershed District Meeting Chaska City Hall, Once City Hall Plaza 2 nd Floor – 7:00 p.m.
December 30, 2021	Dakota County Soil and Water Conservation District Special Board Meeting (pending) Extension and Conservation Center, 4100 220 th Street West, Farmington – 9:00 a.m.
January 5, 2022	Cannon River Watershed Joint Powers Board Meeting Location TBD – 9:00 a.m.
January 10, 2022	Lower Mississippi River Watershed Management Organization Meeting Virtual – 3:00 p.m.
January 13, 2022	Dakota County Soil and Water Conservation District Board Meeting (pending) Extension and Conservation Center, 4100 220 th Street West, Farmington – 9:00 a.m.
28. Adjourn



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Wednesday, November 10, 2021

9:00 a.m.

4100 220th Street W, Suite 102
Farmington, Minnesota

Board Members Present:

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

SWCD Staff Present:

Brian Watson
Lana Rotty
Curt Coudron
Todd Matzke
Ashley Gallagher

Others Present:

Brad Becker, Dakota County
Chris Schmidt, NRCS

1. Call to Order and Roll Call

Chair Zanmiller called the meeting to order at 9:05 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

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

CONSENT AGENDA

5. Approval of October 14, 2021 Meeting Minutes

The October 14, 2021 Meeting Minutes were presented.

6. Approval of November 10, 2021 Accounts Payable

The November 10, 2021 Accounts Payable were presented.

7. Acceptance of October 2021 Financial Report

The October 2021 Financial Report was reviewed.

8. Cancellation of Two Contracts with Pat Maher for Establishment of Cover Crops (1-year and 3-years)

Pat Maher had two contracts for seeding cover crops in 2021. Contract 21-IPP-27 is a one-year contract for 27 acres not to exceed \$675. Contract 21-IPP-28 is a three-year contract for 75 acres not to exceed \$7,875. Both projects were in the Vermillion River Watershed. Maher was unable to seed the fields due to harvest timing and crops coming off too close to or after the October 15th seeding deadline. Maher prefers to cancel contracts and consider new contracts in 2022.

9. Authorization to Amend Grant Agreement with Eagan-Inver Grove Heights Watershed Management Organization for Administration of FY19 Watershed Based Implementation Fund Grant Services

The current Joint Powers Agreement between the SWCD and E-IGHWMO to assist with administration tasks under the WBIF FY19 BWSR grant will expire on December 31, 2021. The E-IGHWMO is planning to extend the BWSR grant agreement until December 31, 2022. Therefore, our JPA will need to be amended for continued assistance with the tasks identified in our approved work plan. The work plan includes grant administration, development of a lake feasibility study for the Schulze Lake alum treatment and project coordination. The total budget under the work plan is \$6,208. It is anticipated that 80% of the work plan will be completed by the end of this year and the remaining tasks will be completed in 2022.

10. Authorization to Amend Grant Agreement with North Cannon River Watershed Management Organization for FY19 Watershed Based Implementation Fund Grant

The current Joint Powers Agreement between the SWCD and NCRWMO for administration of the FY19 WBIF BWSR grant will expire on December 31, 2021. The NCRWMO is looking to extend the BWSR grant agreement until December 31, 2022. Therefore, our JPA will need to be amended for continued assistance with the tasks identified in our approved work plan. The work plan includes assistance with grant administration, project development (marketing conservation practices), cost share for agricultural practices, a sub-watershed analysis and outreach for drainage water management practices. The total budget under the JPA work plan is \$136,520. It is anticipated that 75% of the work plan will be completed by the end of this year and the remaining tasks will be completed in 2022.

11. Authorization to Execute Contract with Nininger Township for Technical Services

The SWCD has been contacted by Nininger Township's Attorney seeking input on our willingness to provide technical assistance with restoration and erosion control activities in the Mississippi River Corridor Critical Area (MRCCA). The MRCCA is a special state designation that provides coordinated management and protection of a 72-mile stretch of the Mississippi River Bluffs through the 7-County Metropolitan Area. Nininger Township is in the process of drafting a model ordinance for the MRCCA. In communication with their legal representative, it was recommended that we pursue our model 3-year joint powers agreement like what we have executed with other communities. This JPA would specifically reference the MRCCA but also apply to all the Townships geographical area. The SWCD would provide services only upon request from the Township.

The term of the new agreement would be January 1, 2022 through December 31, 2024 and allow the SWCD to charge our hourly rate when requests are made for technical assistance. The agreement will also include a clause that allows the SWCD to refuse Township requests pending workload and staff availability.

21.100 Motion by Dee, second by Johnson to approve the consent agenda items. All members voting in favor. Motion carried.

REGULAR AGENDA**12. Authorization to Provide Partial Payment to Jay Frandrup for Establishing Cover Crops (3-year)**

Jay Frandrup has completed the first year of his three-year contract to establish cover crops on 120 acres in Vermillion Township. The project was approved for funding at the April 8, 2021 Board meeting with an incentive payment at \$35 per acre per year over three years. A cover crop of oats following sweet corn harvest was seeded to provide temporary cover, reduce erosion, retain nutrients, and protect soil health.

Payments for additional years will be made annually when cover crop seeding has been completed, certified, and approved by the District Board.

21.101 Motion by Johnson, second by Dee to approve final payment to Jay Frandrup (21-IPP-03) for establishment of cover crop in Section 21 Vermillion Township, Vermillion River Watershed at 100 acres for a total of \$3,500 from agreement with the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Zanmiller, Skog, Johnson, Dee. Members absent: Chamberlain. Motion carried.

13. Authorization to provide Partial Payment to Peine Cattle Company for Establishing Cover Crops

Peine Cattle Company (Mike Peine) has completed the first year of his three-year contract to establish cover crops on 100 acres in Douglas Township. The project was approved for funding at the June 10, 2021 Board meeting with an incentive payment at \$35 per acre per year over three years. A cover crop of winter cereal rye was seeded in 2021 to provide temporary cover, reduce erosion, retain nutrients, and protect soil health. Payments for additional years will be made annually when cover crop seeding has been completed, certified, and approved by the District Board.

21.102 Motion by Dee, second by Johnson to approve final payment to Peine Cattle Company (21-IPP-24) for establishment of cover crop in Section 12, Douglas Township, Cannon River Watershed at 100 acres for a total of \$3,500 from the FY18 Trout Brook Grant. Members voting in favor: Zanmiller, Skog, Johnson, Dee. Members absent: Chamberlain. Motion carried.

14. Authorization to Provide Final Payment to Charles Schaffer for Installation of Water and Sediment Control Basins

Charles Schaffer has completed the installation of five water and sediment control basins in Hampton Township. The project was approved for funding at the April 8, 2021 Board meeting at 75% cost share not to exceed \$27,150 based on a cost estimate of \$36,200. Due to project delays, the contract completion date was amended on September 10, 2021 to allow for completion. Following a large rain event during construction, additional work was completed by Schaffer's to remove sediment from the basins before finishing construction. Based on submitted invoices, final eligible project expenses were \$37,767.99. Schaffer's have requested to amend the contract to include cost share for the increased project costs due to the rain event. The amendment would increase the total project cost from \$36,200 to \$37,768.99 and increase the 75% cost share as well from \$27,150 to \$28,325.99.

21.103 Motion by Johnson, second by Dee to approve amending existing contract and providing final payment to Charles Schaffer (21-IPP-04) for installation of five water and sediment control basins in Section 11 Hampton Township, Vermillion River Watershed at \$28,325.99 (75%) from the agreements with Dakota County and Vermillion River Watershed Joint Powers Organization. Members voting in yes: Skog, Johnson, Dee, Zanmiller. Motion carried.

15. Authorization to Provide Final Payment to Maureen J Fasbender Trust for Grade Stabilization Structure

Maureen J Fasbender Trust (Maureen and Dave Fasbender) has completed the installation of a grade stabilization in Douglas Township, Trout Brook watershed of the Cannon River. The project was approved for funding at the August 8, 2021 Board meeting at 90% cost share not to exceed \$103,500 and based on a cost estimate of \$115,000. Because the project complexity exceeded the Job Approval Authority of staff, engineering services of a professional engineer were used on the project. Two related contracts with the engineering firm Rehder and Associates for the site survey and for construction oversight have been executed. Expenses for engineering under those two contracts are being paid directly to Rehder and Associates and are not included in the cost share reimbursement to the landowner. Project installation has been certified by a professional engineer at Rehder and Associates. Final construction costs for the project were \$102,063. A drone video prepared by staff was presented showing the construction project.

21.104 Motion by Dee, second by Johnson to approve final payment to Maureen J Fasbender Trust/G.F. Jedlicki Inc. (21-IPP-35) for installation of a grade stabilization structure in Section 22 Douglas Township,

Cannon River Watershed at \$91,856.70 (90% cost share) from FY18 Trout Brook Grant. Members voting in favor: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

16. Authorization to Provide Final Payment to Square Deal Dairy for Installation of Water and Sediment Control Basins

Square Deal Dairy (Blake Otte) has completed the installation of three water and sediment control basins in Hampton Township. The project was approved for funding at the September 9, 2021 Board meeting at 75% cost share based on a cost estimate of \$41,450. Final construction costs of the project were \$45,100. Staff presented a drone video of the construction project.

21.105 Motion by Johnson, second by Dee to approve final payment to Square Deal Dairy (21-IPP-39) for installation of three water and sediment control basins in Section 30, Hampton Township, Cannon River Watershed at \$31,125 from FY19 North Cannon River Watershed Management Organization Watershed Based Funding grant. Members voting in favor: Dee, Zanmiller, Skog, Johnson. All members voting in favor. Motion carried.

17. Authorization to Execute Agreement with North Cannon River Watershed Management Organization for 2022 Services

Staff has drafted and presented a 2022 work plan and budget to the North Cannon River Watershed Management Organization (NCRWMO) Board. The work plan and budget include administration tasks, technical assistance including water quality monitoring, cost-share for projects (which is typically used to leverage grant dollars) and support for the installation of projects under the Landscaping for Clean Water Program. The 2022 work plan includes a total not to exceed amount of \$42,033. The NCRWMO Board approved the 2022 work plan and budget at their October 6, 2021 meeting.

21.106 Motion by Dee, second by Johnson to authorize execution of the 2022 Agreement for services with the North Cannon River Watershed Management Organization. All members voting in favor. Motion carried.

18. Authorization to Execute Agreement with Eagan-Inver Grove Heights Watershed Management Organization for 2022 Services

Staff has drafted and presented a 2022 work plan and budget to the Eagan-Inver Grove Heights Watershed Management Organization (E-IGHWMO) Board. The work plan and budget include administration tasks, education and outreach, and support for the installation of projects under the Landscaping for Clean Water Program. The 2022 workplan and budget includes a total not to exceed amount of \$33,235. The E-IGHWMO Board approved the 2022 work plan and budget at their October 19, 2021 meeting.

21.107 Motion by Johnson, second by Skog to authorize execution of the 2022 Agreement for Services with the Eagan-Inver Grove Heights Watershed Management Organization. All members voting in favor. Motion carried.

19. Authorization to Execute Agreement with Lower Mississippi River Watershed Management Organization for 2022 Services

Staff has drafted and presented a 2022 work plan and budget to the Lower Mississippi River Watershed Management Organization (LMRWMO) Board. The work plan and budget includes general administration services, water monitoring, technical assistance, education/outreach, and support for the installation of projects under the Landscaping for Clean Water program. The 2022 work plan includes a total not to exceed amount of \$84,930. The LMRWMO Board approved the 2022 work plan and budget at their October 13, 2021 meeting.

21.108 Motion by Dee, second by Johnson to authorize execution of the 2022 Agreement for Services with the Lower Mississippi River Watershed Management Organization. All members voting in favor. Motion carried.

20. Authorization to Execute FY22 Grant Agreement with Minnesota Board of Water and Soil Resources for Buffer Law Implementation and Local Capacity Services

Legislation passed during the last biennium provides Clean Water Funds to soil and water conservation districts for implementing the State Buffer Law Program and supporting implementation of our various duties and responsibilities under Minnesota Statute 103C. Based on BWSR adopted policy, we are eligible for FY22 grant funds in the amount of \$17,000 for the Buffer Law Program and \$133,716 for the Local Capacity Services Program.

These two BWSR programs have been combined into one grant agreement. The proposed work plan for Buffer Implementation includes: Administration \$1,000, Compliance reviews and mapping \$4,000, Installation \$4,000, Landowner outreach and communication \$8,000.

The proposed workplan for Local Capacity Services includes: Administration \$1,716, Advance Staff Credentials (JAA) \$7,000, Compliance Inspections \$15,000, Program Development and Outreach \$30,000, Technical Assistance \$80,000.

21.109 Motion by Johnson, second by Skog to approve the workplan and execution of FY22 grant agreement with the Minnesota Board of Water and Soil Resources for Buffer Law Implementation and Local Capacity Services Grant. All members voting in favor. Motion carried.

21. Accept 2020 Financial Audit Report

At the February 2021 Board Meeting, the Board of Supervisors approved an engagement letter with Peterson Company, Ltd. to perform the financial audit for fiscal year ending December 31, 2020. The audit was full scope in nature, resulted in audited financial statements, provided auditor's opinion on the financial statements, and reported on internal control and compliance, and found no changes to the financial reports. The audit has been forwarded to the Office of the State Auditor for their review and approval process.

21.110 Motion by Dee, second by Johnson to accept the Year Ending December 31, 2020 Financial Audit as prepared Michael Peterson Ltd. Members voting in favor: Zanmiller, Skog, Johnson, Dee. Motion carried

22. Adopt 2022 Health and Dental Benefits

The same health and dental plans that were offered last year are available again this year. The Health plan premiums for 2022 are increasing approximately 4.5%. The dental insurance premiums will remain the same for 2022. The Finance Committee met on November 4 to discuss health and dental insurance plans for 2022. It is the recommendation to retain PreferredOne for medical insurance (PreferredOne G.PIC 1500.100.25 Option and the PreferredOne G.PIC 2800.100 HSA Option) and Health Partners for dental insurance (Distinctions 4). It is also recommended that increases to employee monthly costs occur; last year no increase was made to employee costs and the HSA Plan Employee credit was increased.

Employee Cost and Credit:

<u>Health Insurance</u>	<u>Monthly Employee Cost</u>	<u>HSA Plan Employee Credit</u>
Single	\$45	\$1,400
Single Plus One	\$225	\$2,800
Family	\$425	\$2,800
<u>Dental Insurance</u>	<u>Monthly Employee Cost</u>	
Single	\$20	
Family	\$40	

21.111 Motion by Dee, second by Johnson to select PreferredOne (Medical) ad Health Partners (Dental) as insurance providers for 2022, with the employee costs listed above. Members voting in favor: Zanmiller, Skog, Johnson, Dee. Motion carried.

23. Review Year to Date Finance Report

The Finance Committee met on November 4 to review financial activity through the third quarter of 2021. The Committee is not recommending any changes to the adopted 2021 budget. Through Q3 2021, the budget has a positive balance of \$33,293. However, based on preliminary projections, we anticipate being near a balanced budget at the end of the calendar year. Watson added that services to provide services under the Minnesota Wetland Conservation Act (WCA) have increased nearly 25% due to workload in 2021.

The Finance Committee also reviewed a preliminary 2022 budget. Additional work will be done on the draft budget over the next month including obtaining more reliable information on charges for service and determining how State grant funds will be used in the calendar year. The Finance Committee will meet again later in the month to further evaluate the 2022 budget.

Announcements and Reports

Natural Resources Conservation Service

The NRCS report was provided by Chris Schmidt. He stated they have hired a Soil Conservationist for the Farmington Office, Matthew Lundberg and he started October 25. He studied at the University of Minnesota and will be attending the December Board meeting. Unfortunately, the last day for Tanner Clementz a Soil Conservationist working in Faribault was October 22. The Conservation Stewardship Program (CSP) deadline was April 7, they received two renewal applications, one was high priority but cancelled their application. He noted the deadline for CY21 Conservation Stewardship Program payment is December 15. They have five active contracts and some landowners have indicated if they would like to defer their certification to 2022. For the 2021 Environmental Quality Incentive Program 15 contracts have been obligated and this includes late pre-approvals in September. The Area team saw a total of 42 approved contracts this year. The deadline for FY22 funding was November 19. They received 36 applications, 32 were unfunded from last year that will carry over, adding 4 new applications. They also received one application for the RCCP with Minnesota Department of Agriculture for the Minnesota Ag Water Quality Certification Program and unfortunately that was not pre-approved and the funding will carry over to next year. He is also working on FY22 staff performance plans. Supervisor Dee expressed appreciation for the report and attending the meeting.

Dakota County

The Dakota County report was provided by Brad Becker, Environment Resources Department. He stated that the 2022 budget process began in June and will end at the County Board of Commissioner's December meeting. With COVID protocols in place, the Department Directors provided presentations. This included operations and the Capital Improvement Program, and with their department, there were no concerns expressed by the County Board. Brad indicated that he feels the County Board is very appreciative of the working partnership including the ditch inspection work, Aquatic Invasive Species, and projects installed under the Capital Improvement Program (CIP). The SWCD will receive and \$100,000 increase in CIP in 2022.

Becker provided an overview of the two public ditches in Dakota County and noted that the Public Ditch Law requires ditch inspections every five years. The SWCD has recently completed the field work and are currently working on the ditch inspection report. Items Dakota County is looking for in the ditch inspection reports include erosion, new culverts, sluffing, etc. Becker indicated that the Attorney's Office is asking them to create a permit process for work in Public Ditches. This would include amending the Shoreline and Floodplain Ordinance to establish the permitting process. This is slated to happen next spring.

Becker also provided an update on the City of Randolph septic system improvements. The City gave their septic system authority to Dakota County approximately 6 years ago. They began inspections and found a large percentage of existing septic systems were failing. Through State Bond funding a municipal

treatment center will be installed and they anticipate completion by 2023. After the center is complete, pipes will be installed to the individual properties. When offered to connect, the County will be involved. If they do not agree to connect, the county will step in on enforcement. Becker also stated that some COVID recovery funding may be available to assist low income homes to be connected to the system.

With the Lake Byllesby Dam, he stated that the old powerhouse and turbines have been removed leaving just a bare floor. The dam is not producing power currently and they are managing the water from shore. The new turbine installation should be complete in 2022 and Dakota County hopes to produce twice as much power as was capable with the old turbines.

Vermillion River Watershed Joint Powers Organization

There was no Vermillion River Watershed Joint Powers Organization report.

Cannon River Watershed Joint Powers Board

There was no meeting and therefore no Cannon River Watershed Joint Powers Board report.

Metropolitan Conservation Districts Joint Power Board

Watson sated the next meeting of the Metropolitan Conservation District Joint Powers Board (JPB) is scheduled for November 17.

Minnesota Association of Soil and Water Conservation Districts

Watson reminded the Board of Supervisors that the Annual Convention is December 12-14 with registration due on December 1. He requested Supervisors let Diane know what they are planning to attend.

District Manager Reports

Watson stated that all items were previously discussed.

Board of Supervisors Reports

Supervisor Dee asked if there has been any word on redistricting? Watson stated that he has not heard any updates from Dakota County.

Dee asked if we could hold a date for a second December meeting. Thursday, December 30 at 9:00 a.m. was reserved for a second meeting, if needed.

Zanmiller stated that Dakota County farmer and past SWCD Outstanding Conservationist Greg Stoffel was featured in a State's Grasslands Uprooted article of the Minneapolis Star Tribune. The Hastings School District acquired 56 acres of his restored grasslands on the Vermilion River through an easement. Stoffel was quoted that he is happy seeing students and bird watchers flock to his former fields along with all the wildlife that has returned. With that, it was also reported that Minnesota's grasslands continue to disappear, nearly 2 million acres of grassland have been lost to crops from 2012 to 2019.

20. Upcoming Events

The upcoming events were reviewed.

21. Adjourn

21.098 Motion by Johnson, second by Dee to adjourn. All members voting in favor. Motion carried.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Chelsea Skog
Secretary

**Dakota County SWCD
Income and Expense Summary**

November 2021

	Current Month	Year to Date
Income		
County Revenues	\$27,608.50	\$499,609.44
State Revenues	\$95,356.70	\$390,080.07
Local Revenues	\$0.00	\$358,388.72
Miscellaneous Funds	\$399.41	\$5,064.57
Charges for Services	<u>\$4,724.48</u>	<u>\$16,581.98</u>
Total Income	\$128,089.09	\$1,269,724.78
Expense		
County Expenses	\$14,162.99	\$33,349.29
State Expenses	\$95,364.69	\$202,459.37
Local Expenses	\$50,628.89	\$82,318.33
Operating Expenses	\$4,456.92	\$26,095.84
Payroll/Personnel Expenses	\$95,390.14	\$1,106,080.08
Project Expenses	<u>\$3,173.84</u>	<u>\$5,656.58</u>
Total Expense	\$263,177.47	\$1,455,959.49
Revenues Over/-Under Expenditures	<u>-\$135,088.38</u>	<u>-\$186,234.71</u>

**Dakota County SWCD
Balance Sheet
November 2021**

ASSETS:	
Cash in Checking - Castle Rock	\$81,933.07
Cash in Savings - Castle Rock	\$252,445.30
Cash in Checking - Vermillion Bank	\$29,074.94
Certificate of Deposit - Vermillion Bank	\$400,472.05
Petty Cash	<u>\$100.00</u>
Total Cash:	\$764,025.36

Accounts Receivable:

BWSR	2020 DC Drinking Water 10% Request (2020)	\$268.77	
BWSR	2020 DC Drinking Water 10% Request (2021)	\$6,040.72	
BWSR	2019 WBF Metro SWCD 40% Request	\$4,712.20	
BWSR	2019 WBF Metro LMR WD 40% Request	\$14,912.07	
BWSR	2018 CWF Trout Brook Projects 40% Request	\$69,672.89	
DC Parks, Facilities, Fleet	Q3 2021 Invoice for Services	\$8,118.90	
DC Transportation	Q3 2021 Invoice for Services	\$1,560.00	
Drill Bills	Dubbels, Sunset Sanctuary	\$626.00	
Eagan Inver Grove Heights WMO	Q3 2021 Invoice for Services	\$10,660.00	
Lower Mississippi River WMO	Q3 2021 Invoice for Services	\$21,973.95	
Lower Mississippi River WMO WBF	Q3 2021 Invoice for Services	\$2,122.14	
Lower MN River Watershed District	Q3 2021 Invoice for Services	\$1,800.00	
MCD SWA	Cannon River Direct Final 10% Request (2020)	\$959.79	
MCD SWA	Cannon River Direct Final 10% Request (2021)	\$740.21	
MCD Hosting	Q3 2021 Invoice for Services	\$2,368.48	
MCD MAWQCP	Q2 2021 Invoice for Services	-\$278.92	
MCD MAWQCP	Q3 2021 Invoice for Services	\$216.18	
NCR WMO	Q3 2021 Invoice for Services	\$12,159.55	
NCR WMO WBF	Q3 2021 Invoice for Services	<u>\$18,695.82</u>	\$177,328.75

TOTAL ASSETS: \$941,354.11

LIABILITIES AND EQUITY:

Sales Tax Payable	\$243.57	
<u>Unearned Revenue:</u>		
Buffer Law Funds 2020	\$9,805.66	
Buffer Law Funds 2021	\$17,200.00	
Conservation Delivery 2020	\$301.87	
Conservation Delivery 2021	\$21,240.00	
Conservation Delivery 2022	\$21,240.00	
CWF 2018 Trout Brook Watershed Projects	\$0.00	
Local Capacity Services 2021	\$63,458.37	
Met Council WOMP Funds	\$9,912.10	
State Cost Share 2020	\$2,612.28	
State Cost Share 2021	\$22,054.00	
State Cost Share 2022	\$22,054.00	
WBIF 2019 Dakota SWCD	\$0.00	
WBIF 2021 Cannon River	\$144,771.78	
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>\$27,608.50</u>	\$445,006.41
Total Liabilities:		\$445,249.98
Fund Balance Beginning of Year		\$682,338.84
Current Net Increase/-Decrease		<u>-\$186,234.71</u>
Fund Balance End of Current Period		\$496,104.13

TOTAL LIABILITIES AND EQUITY: \$941,354.11

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize partial payments of \$3,500, \$3,500, and \$2,625 to Peine Farms, Inc. under three separate contracts for establishing cover crops.

SUMMARY:

Peine Farms Inc. (Jeff and Roger Peine) has completed the first year of their three-year contracts to establish cover crops on 361 acres in Douglas Township located in the Cannon River Watershed. Based on adopted policy, each multiple-year contract is limited to \$10,500 (100 acres). The payments are equal to \$35 per acre over a period of three years.

The projects were approved for funding at the April 8, 2021 Board meeting with incentive payments as follows:

<u>Approved Funding Amount:</u>	<u>Payments each year for up to 3 years</u>
• 135 acres not to exceed \$10,500 (100 acres @ \$35/acre/year)	\$3,500
• 151 acres not to exceed 10,500 (100 acres @ \$35/acre/year)	\$3,500
• 75 acres not to exceed \$7,875 (75 acres @ \$35/acre/year)	\$2,625

A cover crop of winter cereal rye was seeded on each field in 2021 to provide temporary cover, reduce erosion, retain nutrients, and protect soil health.

Project installation has been certified by SWCD staff. Under adopted policy, payment for the first year will be made upon certification of the installation and District Board approval. Payments for additional years will be made annually when cover crop seeding has been completed, certified and approved by the District Board.

EXPLANATION OF FISCAL/FTE IMPACT:

Project funds are available through our agreements with Dakota County and the North Cannon River Watershed Management Organization and through the FY18 Trout Brook Watershed Initiative Grant.

Supporting Documents:

21-IPP-05 Peine Farms Cover Crop Factsheet
 21-IPP-06 Peine Farms Cover Crop Factsheet
 21-IPP-07 Peine Farms Cover Crop Factsheet

Previous Board Action:

Motion 21.050 on 4/8/21
 Authorization to Execute
 Contracts



PEINE FARMS, INC COVER CROPS



PRACTICE:

- Cover Crops

BENEFITS:

- 14 tons of sediment per year prevented from traveling downstream
- 24 lbs. of phosphorous per year 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
- Minnesota Board of Water and Soil Resources

PROJECT: A winter cereal rye cover crop was planted on 135 acres following corn earlage harvest . Cover crops will be planted for two additional years. The cover crops will provide erosion control, reduce weed pressure, and prevent nutrient leaching.

FUNDING: Incentive Amount: \$10,500
(100 acres X \$35 per acre X 3 years)

WATERSHED:

- Cannon River

RECEIVING WATERS:

- Trout Brook

INSTALLATION:

- Fall 2021, 2022 and 2023



NORTH CANNON RIVER



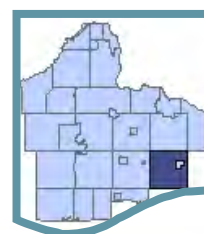
WATERSHED MANAGEMENT ORGANIZATION



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

LOCATION:

Douglas
Township



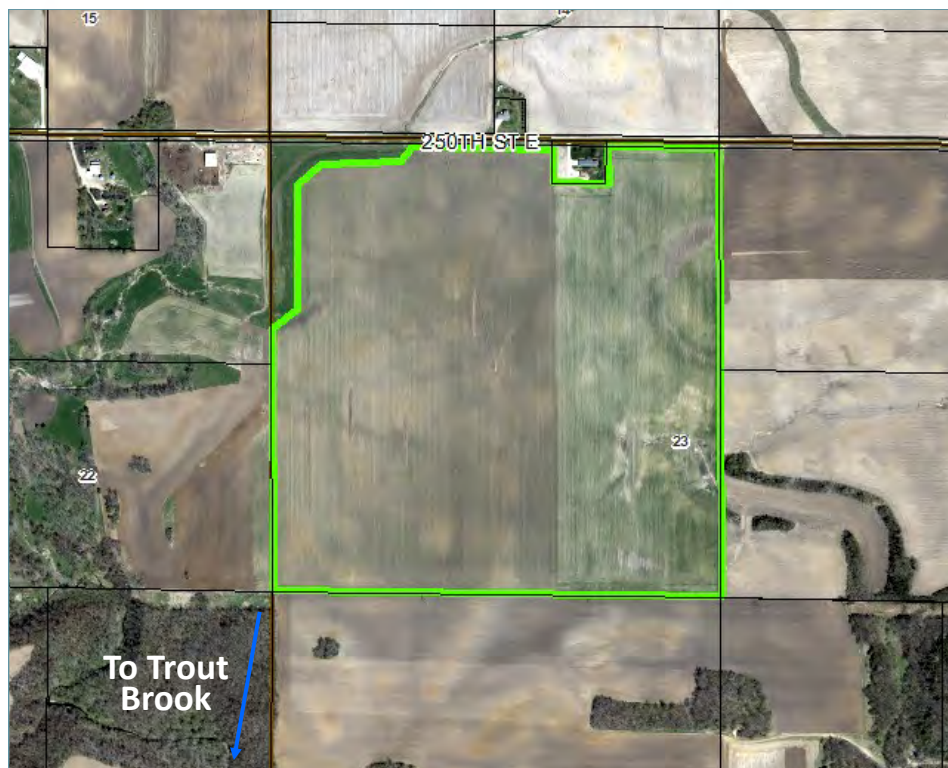


Winter cereal rye cover crop was planted in early October after corn earlage harvest.



The cover crop had approximately 3 inches of growth 7 weeks after planting.

PEINE FARMS, INC COVER CROPS



PROJECT: A winter cereal rye cover crop was planted on 151 acres following corn earlage harvest. Cover crops will be planted for two additional years. The cover crops will provide erosion control, reduce weed pressure, and prevent nutrient leaching.

FUNDING: Incentive Amount: **\$10,500**
(100 acres X \$35 per acre X 3 years)



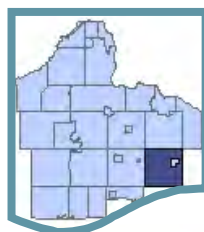
NORTH CANNON RIVER

WATERSHED MANAGEMENT ORGANIZATION



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

LOCATION:
Douglas
Township



PRACTICE:

- Cover Crops

BENEFITS:

- 44 tons of sediment per year prevented from traveling downstream
- 71 lbs. of phosphorous per year 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
- Minnesota Board of Water and Soil Resources

WATERSHED:

- Cannon River

RECEIVING WATERS:

- Trout Brook

INSTALLATION:

- Fall 2021, 2022 and 2023



Winter cereal rye cover crop was planted in early October after corn earlage harvest.



The cover crop had approximately 3 inches of growth seven weeks after planting.

PEINE FARMS, INC

COVER CROPS



PRACTICE:

- Cover Crops

BENEFITS:

- 12 tons of sediment per year prevented from traveling downstream
- 23 lbs. of phosphorous per year 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
- Minnesota Board of Water and Soil Resources

PROJECT: A winter cereal rye cover crop was planted on 75 acres following corn earlage harvest. Cover crops will be planted for two additional years. The cover crops will provide erosion control, reduce weed pressure, and prevent nutrient leaching.

FUNDING: Incentive Amount: \$7,875
(75 acres X \$35 per acre X 3 years)



WATERSHED:

- Cannon River

RECEIVING WATERS:

- Trout Brook

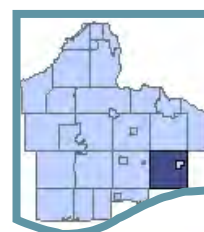
INSTALLATION:

- Fall 2021, 2022 and 2023



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

LOCATION:
Douglas
Township





Winter cereal rye cover crop was planted in early October after corn earlage harvest.



The cover crop had approximately 2 inches of growth 6 weeks after planting.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$1,575 to DST LLP for the establishment of a cover crop.

SUMMARY:

DST LLP (Scott Weber) has established a cover crop on 63 acres in Douglas Township, Trout Brook watershed of the Cannon River.

The project was approved for funding at the May 13, 2021 Board meeting with an incentive payment not to exceed \$1,575. The payment is equal to \$25 per acre for 63 acres.

A cover crop of winter cereal rye 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 annual agreement with Dakota County.

Supporting Documents:

21-IPP-23 DST LLP Cover Crop Factsheet

Previous Board Action:

Motion 21.039 on 5/13/21

Authorization to Execute Contract



DST LLP COVER CROP



PRACTICE:

- Cover Crop

BENEFITS:

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

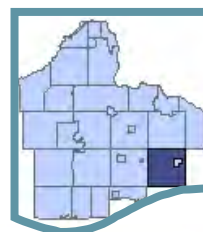
PROJECT: A winter cereal rye cover crop was planted on 63 acres following soybean harvest. The cover crop will provide erosion control, reduce weed pressure, and prevent nutrient leaching.

FUNDING: Incentive Amount: **\$1,575**
(63 acres X \$25 per acre X 1 year)



LOCATION:

Douglas
Township





Winter cereal rye cover crop was planted in early October after soybean harvest.



The cover crop had approximately 3 inches of growth 5 weeks after planting.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$1,000 to Dave Stein for establishment of a cover crop.

SUMMARY:

Dave Stein has established a cover crop on 40 acres in Douglas Township, Trout Brook watershed of the Cannon River.

The project was approved for funding at the August 12, 2021 Board meeting with an incentive payment not to exceed \$1,000. The payment is equal to \$25 per acre for 40 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 annual agreements with Dakota County and the North Cannon River Watershed Management Organization.

Supporting Documents:

21-IPP-40 Stein, Dave Cover Crop Factsheet

Previous Board Action:

Motion 21.074 on 8/12/21

Authorization to Execute Contract



DAVE STEIN COVER CROP



PRACTICE:

- Cover Crop

BENEFITS:

- 3.5 tons of sediment prevented from traveling downstream
- 5.2 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

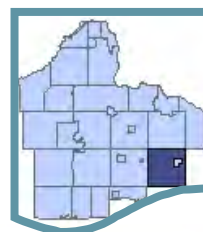
PROJECT: An oat cover crop was planted on 40 acres following sweet corn harvest. The cover crop will provide erosion control, reduce weed pressure, and prevent nutrient leaching.

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



LOCATION:

Douglas
Township



DAVE STEIN

COVER CROP

DAKOTA COUNTY



— SOIL & WATER —
CONSERVATION DISTRICT



A cover crop of oats was planted after sweet corn harvest.



The cover crop had approximately 8 inches of growth one month after planting.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$3,617.16 to Molitor Brothers LTD Partnership for the installation of a water and sediment control basin.

SUMMARY:

Molitor Brothers LTD Partnership has completed the installation of a water and sediment control basin in Douglas Township, Vermillion River Watershed.

The project was approved for funding at the April 8, 2021 Board meeting at 75% cost share not to exceed \$4,350 and based on a cost estimate of \$5,800.

Project installation has been certified by SWCD staff. Final eligible project expenses were \$4,822.88. Based on the approved cost share percentage of 75% of eligible expenses, staff is recommending final payment to Molitor Brothers LTD Partnership in the amount of \$3,617.16.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-08 Molitor Brothers LTD Partnership WASCB Final Factsheet

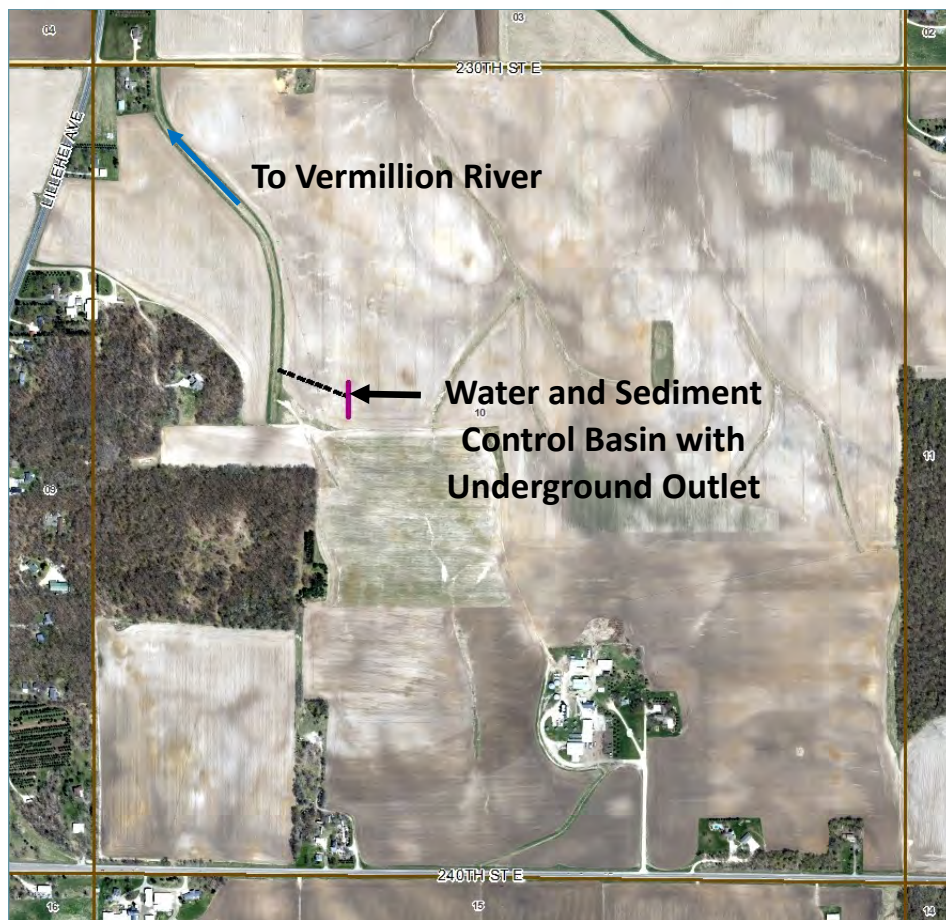
Previous Board Action:

Motion 21.025 on 4/8/21

Authorization to Execute Contract



MOLITOR BROTHERS LTD PARTNERSHIP WATER & SEDIMENT CONTROL BASIN

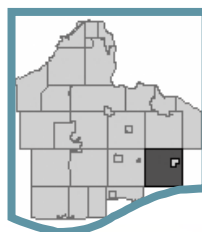


PROJECT: A new water and sediment control basin was constructed to control gully erosion within the field. The basin will drain through an underground outlet to an existing waterway and reduce future erosion.

FUNDING:	Actual Project Cost:	\$4,823
	Cost Share Amount:	\$3,617
	Landowner Amount	\$1,206



LOCATION:
Douglas Township



PRACTICE:

- Water & Sediment Control Basin

BENEFITS:

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

PARTNERS:

- Dakota County
- Vermillion River Watershed Joint Powers Organization
- Minnesota Board of Water and Soil Resources

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

- 2021

MOLITOR BROTHERS LTD PARTNERSHIP

WATER & SEDIMENT CONTROL BASIN



An underground outlet was installed that will discharge to an existing grassed waterway.



A riser inlet will control the release of water from the basin.



Topsoil was stripped from the project location. The topsoil was replaced after basin grading.



A berm was constructed and basin grading was completed.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$1,293.75 to Peter Schweich for the installation of a grassed waterway and critical area planting.

SUMMARY:

Peter Schweich has completed the installation of a grassed waterway and critical area planting in Douglas Township, Vermillion River Watershed.

The project was approved for funding at the May 13, 2021 Board meeting at 75% cost share not to exceed \$4,650 and based on a cost estimate of \$6,200.

Project installation has been certified by SWCD staff. Final eligible project expenses of \$1,725 were significantly lower than original cost estimates. Based on the approved cost share percentage of 75% of eligible expenses, staff is recommending final payment to Peter Schweich in the amount of \$1,293.75.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-21 Schweich, Peter WW Final Factsheet

Previous Board Action:

Motion 21.038 on 5/13/21

Authorization to Execute Contract

PETER SCHWEICH

GRASSED WATERWAY



PRACTICE:

- Grassed Waterway
- Critical Area Planting

BENEFITS:

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

PARTNERS:

- Dakota County
- Vermillion River Watershed Joint Powers Organization

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

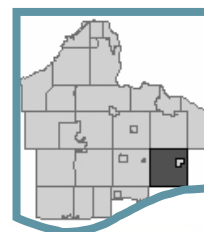
- Spring/Summer 2021

PROJECT: Gully erosion was occurring between two parcels. A new waterway and a critical area planting was installed to reduce future erosion.

FUNDING:	Actual Project Cost:	\$1,725
	Cost Share Amount:	\$1,294
	Landowner Amount	\$431



LOCATION:
Douglas Township





A gully had formed through the trees near the fence line.



The existing gully was actively eroding.



Trees were removed to allow for grading.



The waterway and hillside were graded.



The waterway was seeded and mulched.



Corn stalk mulch was added to further reduce erosion.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$3,530.09 to Kent Otte for the installation of a grassed waterway.

SUMMARY:

Kent Otte has completed the installation of a grassed waterway in Hampton Township, Vermillion River Watershed.

The project was approved for funding at the October 14, 2021 Board meeting at 75% cost share not to exceed \$3,675 and based on a cost estimate of \$4,900.

Project installation has been certified by SWCD staff. Final eligible project expenses were \$4,706.78. Based on the approved cost share percentage of 75% of eligible expenses, staff is recommending final payment to Kent Otte in the amount of \$3,530.09.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-38 Otte, Kent WW Final Factsheet

Previous Board Action:

Motion 21.095 on 10/14/21
Authorization to Execute Contract



KENT OTTE GRASSED WATERWAY



PRACTICE:

- Grassed Waterway

BENEFITS:

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

PARTNERS:

- Dakota County
- Vermillion River Watershed Joint Powers Organization
- Minnesota Board of Water and Soil Resources

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Lower Mainstem of the Vermillion River

INSTALLATION:

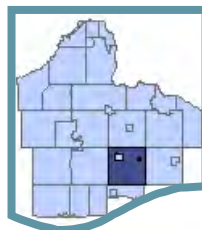
- Fall 2021

PROJECT: The existing grassed waterway was beyond its functional lifespan and surface water runoff was flowing alongside the waterway was causing erosion in the field. The waterway was reconstructed to convey runoff and reduce future erosion.

FUNDING:	Actual Project Cost:	\$4,706
	Cost Share Amount:	\$3,530
	Landowner Amount	\$1,176



LOCATION:
Hampton Township





The waterway was graded using a dozer.



Erosion control blanket was installed in the center of the waterway after seeding.



Straw mulch was broadcast and anchored to further reduce erosion.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$2,074.08 to Ambrey Gartner for the installation of a native prairie with pollinator habitat.

SUMMARY:

Ambrey Gartner has completed the installation of a 0.8-acre native prairie with pollinator habitat in Marshan Township, Vermillion River Watershed.

The project was approved for funding at the April 8, 2021 Board meeting at 75% cost share not to exceed \$2,400 and based on a cost estimate of \$5,500. Project installation has been certified by staff.

Final project cost was \$2,765.44. Using the approved cost share percentage of 75% of eligible expenses, staff is recommending providing final payment to Ambrey Gartner in the amount of \$2,074.08.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-10 Gartner, Ambry NPR Final Factsheet

Previous Board Action:

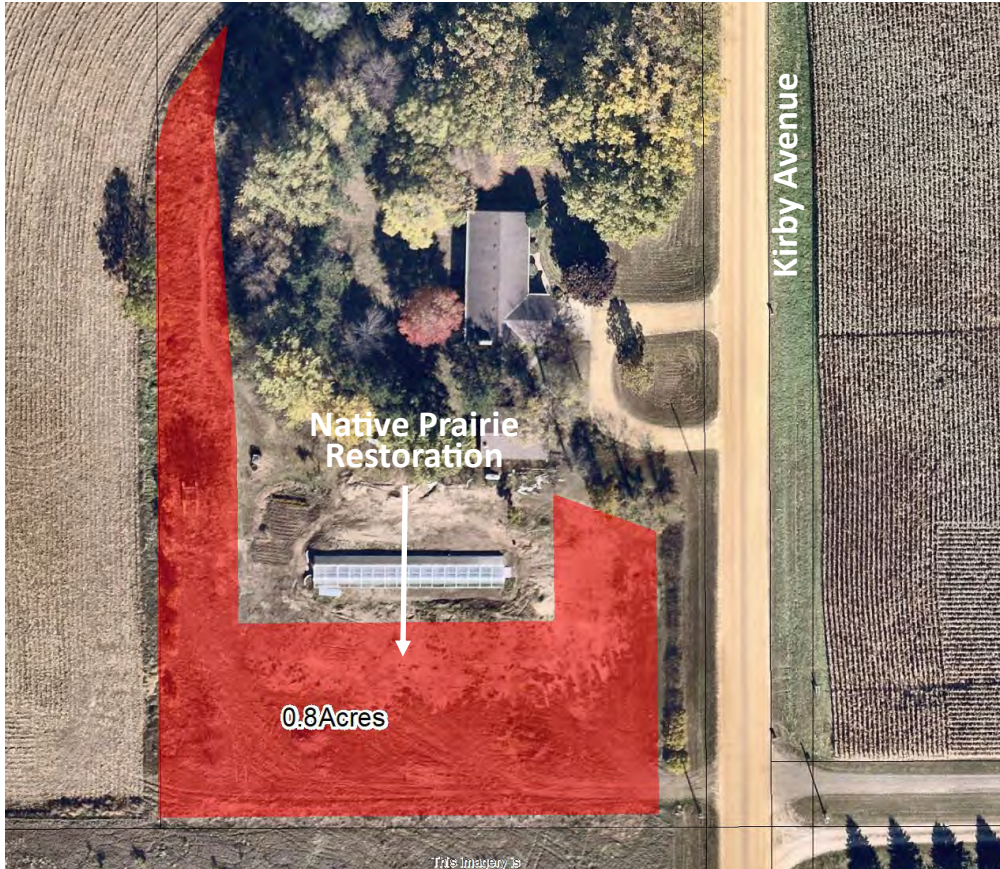
Motion 21.027 on 4/8/2021

Authorization to Execute Contract



AMBREY GARTNER

NATIVE PRAIRIE RESTORATION

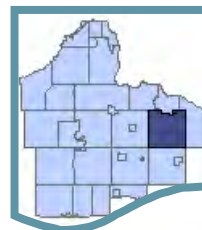


PROJECT: 0.8 acres of land was restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion and provide wildlife habitat, particularly for pollinators.

FUNDING:	Total Project Cost:	\$2,765
	Cost Share Amount:	\$2,074
	Landowner Amount	\$691



LOCATION:
Marshan Township



PRACTICE:

- Restoration of Rare and Declining Communities

BENEFITS:

- 8 tons of sediment per year prevented from traveling downstream
- Improved wildlife habitat, in particular for pollinators

PARTNERS:

- Vermillion River Watershed Joint Powers Organization
- Dakota County

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

- 2021

AMBREY GARTNER

NATIVE PRAIRIE RESTORATION



0.8 acres were planned to be restored using native prairie species.



Herbicide was used to remove existing weeds prior to planting.



The project area was tilled to create a proper seedbed.



Native grasses and wildflowers were seeded by the landowner.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**Regular Agenda**

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$881.44 to John Siebenaler for the installation of a native prairie with pollinator habitat.

SUMMARY:

John (Jack) Siebenaler has completed the installation of a 0.9-acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed.

The project was approved for funding at the May 13, 2021 Board meeting at 75% cost share not to exceed \$2,250 and based on a cost estimate of \$3,000. The contract was amended at the July 8, 2021 Board meeting to extend the completion date, increase the cost estimate to \$4,000, and increase not to exceed cost share to \$2,700 due to additional weed control and tillage needed when dry weather delayed seeding.

Project installation has been certified by staff. Final project cost was \$1,175.25. Costs were significantly lower than estimated in part because the landowner did not request reimbursement for all in-kind labor. Using the approved cost share percentage of 75% of eligible expenses, staff is recommending providing final payment to Jack Siebenaler in the amount of \$881.44.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-25 Siebenaler, Jack NPR Final Factsheet

Previous Board Action:Motion 21.041 on 5/13/2021
Authorization to Execute ContractMotion 21.063 on 7/8/2021
Authorization to Amend Contract



JACK SIEBENALER

NATIVE PRAIRIE RESTORATION



PRACTICE:

- Restoration of Rare and Declining Communities

BENEFITS:

- 1.2 tons of sediment per year prevented from traveling downstream
- Improved wildlife habitat, in particular for pollinators

PARTNERS:

- Vermillion River Watershed Joint Powers Organization
- Dakota County

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

- 2021

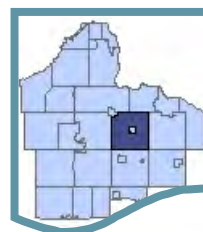
PROJECT: 0.9 acres were restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion and provide wildlife habitat, particularly for pollinators.

FUNDING:	Total Project Cost:	\$1,175
	Cost Share Amount:	\$881
	Landowner Amount	\$294



LOCATION:

Vermillion Township



JACK SIEBENALER

NATIVE PRAIRIE RESTORATION



0.9 acres were prepared for seeding by controlling weeds for a full growing season.



Seed was mixed and spread throughout the planting area. 49 different species of native grasses and wildflowers were used.



The native plants will take several years before they are mature. The project will provide water quality and habitat benefits for many years.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**Regular Agenda**

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$390.38 to Brandy Wentzler for the installation of a native prairie with pollinator habitat.

SUMMARY:

Brandy Wentzler has completed the installation of a 0.5-acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed.

The project was approved for funding at the May 13, 2021 Board meeting at 75% cost share not to exceed \$1,275 and based on a cost estimate of \$1,700. The contract was amended at the July 8, 2021 Board meeting to extend the completion date, increase the cost estimate to \$2,200, and increase not to exceed cost share to \$1,500 due to additional weed control and tillage needed when dry weather delayed seeding.

Project installation has been certified by staff. Final project cost was \$520.50. Costs were significantly lower than estimated in part because the landowner did not request reimbursement for all in-kind labor. Using the approved cost share percentage of 75% of eligible expenses, staff is recommending providing final payment to Brandy Wentzler in the amount of \$390.38.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-26 Wentzler, Brandy NPR Final Factsheet

Previous Board Action:Motion 21.042 on 5/13/2021
Authorization to Execute ContractMotion 21.064 on 7/8/2021
Authorization to Amend Contract



BRANDY WENTZLER

NATIVE PRAIRIE RESTORATION



PRACTICE:

- Restoration of Rare and Declining Communities

BENEFITS:

- 0.59 tons of sediment per year prevented from traveling downstream
- Improved wildlife habitat, in particular for pollinators

PARTNERS:

- Vermillion River Watershed Joint Powers Organization
- Dakota County

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

- 2021

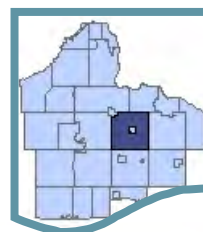
PROJECT: 0.5 acres were restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion and provide wildlife habitat, particularly for pollinators.

FUNDING:	Total Project Cost:	\$520
	Cost Share Amount:	\$390
	Landowner Amount	\$130



LOCATION:

Vermillion Township





0.5 acres were prepared for seeding by controlling weeds for a full growing season. (Photo taken looking north across project area)



The native plants will take several years before they are mature. The project will provide water quality and habitat benefits for many years. (Photo taken looking east across project area)

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$785.47 to Noah Blaha for the installation of a native prairie with pollinator habitat.

SUMMARY:

Noah Blaha has completed the installation of a 1-acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed.

The project was approved for funding at the June 10, 2021 Board meeting at 75% cost share not to exceed \$2,475 and based on a cost estimate of \$3,300.

Project installation has been certified by staff. Final project cost was \$1,047.29. Costs were significantly lower than estimated in part because the landowner did not request reimbursement for in-kind labor. Using the approved cost share percentage of 75% of eligible expenses, staff is recommending providing final payment to Noah Blaha in the amount of \$785.47.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-29 Blaha, Noah NPR Final Factsheet

Previous Board Action:

Motion 21.053 on 6/10/2021
Authorization to Execute Contract

NOAH BLAHA

NATIVE PRAIRIE RESTORATION

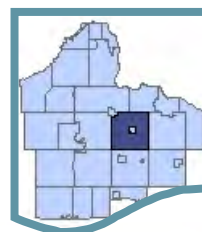


PROJECT: 1 acre was restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion and provide wildlife habitat, particularly for pollinators.

FUNDING:	Total Project Cost:	\$1,047
	Cost Share Amount:	\$785
	Landowner Amount	\$262



LOCATION:
Vermillion Township



PRACTICE:

- Restoration of Rare and Declining Communities

BENEFITS:

- 0.26 tons of sediment per year prevented from traveling downstream
- Improved wildlife habitat, in particular for pollinators

PARTNERS:

- Vermillion River Watershed Joint Powers Organization
- Dakota County

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

- 2021



Herbicide treatment was used to prepare the site at the start of the project.



A second herbicide treatment was used to remove regrowth of weeds.



Native grass and wildflower seed was mixed and broadcast throughout the project site.



The native plants will take several years before they are mature. The project will provide water quality and habitat benefits for many years.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$4,482.27 to Nolie Freeman for the installation of a native prairie with pollinator habitat.

SUMMARY:

Nolie Freeman has completed the installation of a 4.5-acre native prairie with pollinator habitat in Douglas Township, Trout Brook Watershed of the Cannon River.

The project was approved for funding at the June 10, 2021 Board meeting at 75% cost share not to exceed \$8,850 and based on a cost estimate of \$11,800.

Project installation has been certified by staff. Final project cost was \$5,976.36. Costs were significantly lower than estimated in part because the landowner did not request reimbursement for in-kind labor. Using the approved cost share percentage of 75% of eligible expenses, staff is recommending providing final payment to Nolie Freeman in the amount of \$4,482.27.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-30 Freeman, Nolie NPR Final Factsheet

Previous Board Action:

Motion 21.054 on 6/10/2021
Authorization to Execute Contract



NOLIE FREEMAN

NATIVE PRAIRIE RESTORATION



PRACTICE:

- Restoration of Rare or Declining Natural Communities

BENEFITS:

- 4 tons of sediment per year prevented from traveling downstream
- Improved wildlife habitat, in particular for pollinators

PARTNERS:

- Dakota County
- Minnesota Board of Water and Soil Resources

WATERSHED:

- Cannon River

RECEIVING WATERS:

- Trout Brook

INSTALLATION:

- 2021

PROJECT: 4.5 acres were restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion and provide wildlife habitat, particularly for pollinators.

FUNDING:	Total Project Cost:	\$5,976
	Cost Share Amount:	\$4,482
	Landowner Amount	\$1,494



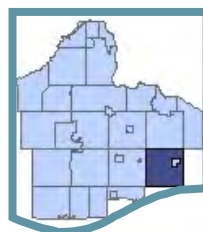
Clean Water Fund:

*Protecting and restoring
Minnesota's waters for
generations to come.*



LOCATION:

Douglas Township





Following an initial herbicide treatment, a trained crew completed a prescribed burn to remove dead plant material.



The prescribed burn removed existing thatch.



The area was lightly cultivated to loosen soil and increase weed germination before a second herbicide treatment.



The second herbicide treatment further reduced weed competition.



49 species of native grass and wildflowers were mixed and planted on the project site.



The seed was broadcast at the site. A cover crop was also seeded to reduce erosion until the native prairie plants establish.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$1,575 to Audrey Anderson for the installation of a native prairie with pollinator habitat.

SUMMARY:

Audrey Anderson has completed the installation of a 0.6-acre native prairie with pollinator habitat in Ravenna Township, Vermillion River Watershed.

The project was approved for funding at the July 8, 2021 Board meeting at 75% cost share not to exceed \$1,575 and based on a cost estimate of \$2,100.

Project installation has been certified by staff. Final project cost was \$2,732.73. Staff is recommending providing final payment to Audrey Anderson at the not to exceed amount of \$1,575.

EXPLANATION OF FISCAL/FTE IMPACT:

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

Supporting Documents:

21-IPP-31 Anderson, Audrey NPR Final Factsheet

Previous Board Action:

Motion 21.065 on 7/8/2021

Authorization to Execute Contract



AUDREY ANDERSON

NATIVE PRAIRIE RESTORATION

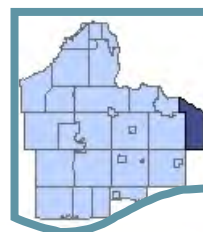


PROJECT: 0.6 acres of turfgrass was restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion, and provide wildlife habitat, particularly for pollinators.

FUNDING:	Total Project Cost:	\$2,733
	Cost Share Amount:	\$1,575
	Landowner Amount	\$1,158



LOCATION:
Ravenna Township



PRACTICE:

- Conservation Cover

BENEFITS:

- 0.19 tons of sediment per year prevented from traveling downstream
- Improved wildlife habitat, in particular for pollinators

PARTNERS:

- Vermillion River Watershed Joint Powers Organization
- Dakota County

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Vermillion River

INSTALLATION:

- 2021



The area was turfgrass prior to starting the project. The turfgrass was treated with herbicide and lightly cultivated to create an adequate seedbed.



The native plants will take several years before they are mature. The project will provide water quality and habitat benefits for many years.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$3,750.02 to Metropolitan Mosquito Control District for the installation of a native prairie with pollinator habitat.

SUMMARY:

Metropolitan Mosquito Control District has completed the installation of a 3.2-acre native prairie with pollinator habitat at their Rosemount office in the Vermillion River Watershed.

The project was approved for funding at the October 14, 2021 Board meeting at 75% cost share not to exceed \$5,250 and based on a cost estimate of \$7,000.

Project installation has been certified by staff. Final project cost was \$5,000.02. Using the approved cost share percentage of 75% of eligible expenses, staff is recommending providing final payment to Metropolitan Mosquito Control District in the amount of \$3,750.02.

EXPLANATION OF FISCAL/FTE IMPACT:

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

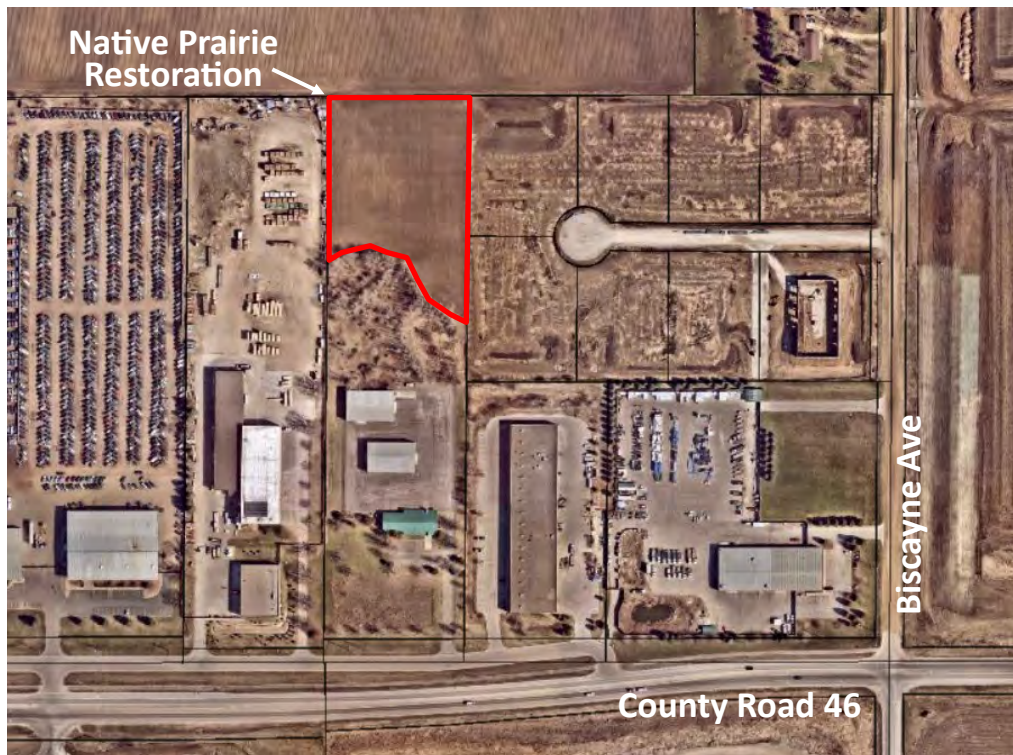
Supporting Documents:

21-IPP-42 MMCD NPR Final Factsheet

Previous Board Action:

Motion 21.096 on 10/14/2021
Authorization to Execute Contract

METROPOLITAN MOSQUITO CONTROL DISTRICT NATIVE PRAIRIE RESTORATION

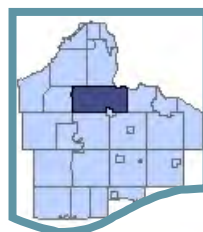


PROJECT: 3.2 acres of agricultural field was restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion, and provide wildlife habitat, particularly for pollinators.

FUNDING:	Total Project Cost:	\$5,000
	Cost Share Amount:	\$3,750
	Landowner Amount	\$1,250



LOCATION:
Rosemount



PRACTICE:

- Restoration of Rare or Declining Natural Communities

BENEFITS:

- 3.5 tons of sediment per year prevented from traveling downstream
- Improved wildlife habitat, in particular for pollinators

PARTNERS:

- Vermillion River Watershed Joint Powers Organization
- Dakota County

WATERSHED:

- Vermillion River

RECEIVING WATERS:

- Lower Mainstem Vermillion River

INSTALLATION:

- 2021

METROPOLITAN MOSQUITO CONTROL DISTRICT NATIVE PRAIRIE RESTORATION



The project site was cultivated to loosen soils.



Soil was smoothed with a harrow to create an adequate seedbed.



Native grass and wildflower seed was broadcast throughout the project area.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**Regular Agenda**

Request for Board Action

Voice Vote

Meeting Date: 12/9/2021

Prepared by: Joe Barten

PURPOSE/ACTION REQUESTED:

Authorization to submit application to the Minnesota Conservation Corps for 2022 Crew Labor and execute agreement if awarded.

SUMMARY:

Minnesota SWCDs have the opportunity to apply for crew labor from the Minnesota Conservation Corps during the 2022 construction season. Applications are due December 15th.

The crew labor program involves obtaining “hands on” labor crews to assist with project installations and maintenance over a period of days or weeks. The application does not request a funding amount. Rather it requests a number of days you will need labor crews to complete specific projects.

Staff has coordinated with Dakota County Parks Department, the Vermillion River Watershed Joint Powers Organization, and the City of Burnsville to prioritize projects and will draft application(s) for crew labor that would install streambank stabilization practices on the Vermillion River, stabilize eroded portions of shoreline along Crystal Lake in Burnsville, install native vegetation as part of larger ravine stabilizations in Spring Lake Park, and maintain and repair raingardens within Dakota County Park properties.

EXPLANATION OF FISCAL/FTE IMPACT:

There is no cost to the SWCD other than minimal administrative time to manage the Conservation Corps agreement. Staff time spent to coordinate and provide direction to the crews is funded via our agreements with Dakota County, Vermillion River Watershed Joint Powers Organization, and the City of Burnsville.

Supporting Documents:

2022 CCMI Crew Labor RFP
2021 CCMI Crew Labor Fact Sheets

Previous Board Action:

None



REQUEST FOR PROPOSALS



CLEAN WATER FUNDS AVAILABLE FOR 2022 CREW LABOR

Conservation Corps Minnesota & Iowa is accepting applications for 2022 field projects.

Funds are available for Conservation Corps crew labor on projects that protect, enhance and restore water quality in lakes, rivers and streams or protect groundwater and drinking water sources from degradation. Projects must be scheduled for completion during the 2022 calendar year.



The Legislature has directed the **Board of Soil and Water Resources (BWSR)** to appropriate \$500,000 of the Clean Water Fund to be contracted for services with Conservation Corps. BWSR has contracted with the Corps to provide funded labor to cities, counties, soil and water conservation districts, watershed districts, metropolitan watershed management organizations, and joint powers organizations of those local government units to undertake projects consistent with the Corps mission, BWSR grant policies, and Clean Water Fund goals (Laws of Minnesota, Chapter 172, section 6). **Apply by December 15, 2021.**

Contact Brian Miller at 651.209.9900 x 19 with questions.



MULTIPLE SITES IN DAKOTA COUNTY

RAINGARDEN REHABILITATION



BEFORE



AFTER

PRACTICE:

- Raingarden rehabilitation

BENEFITS:

- Phosphorus and sediment saved from traveling downstream
- Improved water quality
- Opportunity for public outreach and education

PARTNERS:

- Dakota County Parks
- Conservation Corps of Minnesota and Iowa

WATERSHEDS:

- Minnesota River, Mississippi River, and Vermillion River

INSTALLATION:

- Summer 2021

PROJECT: Crews rehabilitated the Hastings Corrections raingarden by clearing existing overgrown trees and shrubs, re-grading soils, installing a new rock inlet, planting native vegetation, and mulching. They also performed maintenance at 8 other raingarden sites; clearing rock inlets, removing invasive vegetation, cleaning inlet structures and planting new vegetation.



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



MULTIPLE SITES IN DAKOTA COUNTY

RAINGARDEN REHABILITATION



Crews clear vegetation from the Hastings Corrections facility rain garden in preparation for new plantings and mulch to be installed.



Crews clear accumulated sediment and remove turfstone pavers from a rain garden pre-treatment basin at Jensen Lake.



The Jensen Lake pre-treatment basin is graded and leveled before the turfstone pavers are re-installed.



Crews celebrate their accomplishments in working with the Dakota County SWCD in re-habilitating and maintaining existing rain gardens.



MULTIPLE SITES IN DAKOTA COUNTY

RIVER RESTORATION PROJECTS



PROJECT: The Vermillion River east of Cedar Ave. contained tree and branch snags that were inhibiting flow, reducing oxygen levels, and causing erosion. Crews from the Conservation Corps cleared the snags by hand to restore river flow. Crews also installed cedar tree revetments at Trout Brook in the Miesville Ravine Park Reserve to stabilize eroded banks. Additionally, they cleared invasive species and installed native plants and live stakes along the Vermillion River.



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



PRACTICE:

- Stream Clearing, Native Plantings and Live Stakes

BENEFITS:

- Improved available oxygen
- Reduced bank erosion
- Phosphorus and sediment saved from traveling downstream
- Improved water quality

PARTNERS:

- Vermillion River Watershed Joint Powers Organization
- Bachmans Inc.
- Dakota County Parks
- Conservation Corps of Minnesota and Iowa

WATERSHEDS:

- Vermillion River and Cannon River

RECEIVING WATERS:

- Vermillion River and Trout Brook

INSTALLATION:

- Summer 2021

MULTIPLE SITES

RIVER RESTORATION PROJECTS

DAKOTA COUNTY



SOIL & WATER
CONSERVATION DISTRICT



Segments of the Vermillion River had accumulated snags of branches and logs, inhibiting flow and reducing oxygen levels.



Crews were able to clear overhanging trees and snagged branches to restore flow in the river.



Crews installed cedar tree revetments at Trout Brook in Miesville Ravine Park Reserve to stabilize eroding banks.



Crews installed native plant plugs at sites along the Vermillion River.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Voice Vote

Meeting Date: 12/9/2021

Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Adopt 2022 Merit Compensation Policy and Plan

SUMMARY:

The 2022 Merit Compensation Policy and Plan was approved by the Dakota County Board of Commissioner's at their November 2 meeting. The 2022 Merit Compensation Policy and Plan is based on the need to provide compensation for employees to reflect market considerations within projected budget limitations.

The SWCD has adopted Dakota County's Merit Compensation Policy and Plan by reference but takes independent action to approve salary increases as indicated under the Merit Matrix table (Page 9).

The 2022 salary ranges (Page 10) reflect a 2% cost of living increase. The 2022 Merit Matrix (Page 9) includes salary increase of 0% to 2% based on employee performance. It also includes a one-time lump sum 0-3% based on employee performance.

The Finance Committee met on November 30 to review the Merit Matrix table within the Dakota County adopted 2022 Merit Compensation Policy and Plan. The Finance Committee recommended adopting the Merit Matrix as approved by Dakota County. However, there was discussion on the SWCDs ability to maintain compensation levels supported by Dakota County long-term and without a reliable and stable funding source. The Finance Committee requested that the District Manager work with Dakota County staff to seek new revenue options for 2023 and beyond.

EXPLANATION OF FISCAL/FTE IMPACT:

The Merit Compensation Policy and Plan has been included into the draft 2022 budget.

Supporting Documents:

Dakota County 2022 Merit Compensation Policy and Plan

Previous Board Action:

None

DAKOTA COUNTY

2022

**Merit Compensation
Policy & Plan**

DAKOTA COUNTY MERIT COMPENSATION POLICY & PLAN

I. INTRODUCTION

The Dakota County philosophy regarding compensation systems and wage and salary administration flows from a belief that all employees are to be provided competitive rewards for achievement. Embodied in this statement are the concepts of output or results-based merit pay in the context of market driven compensation structures. Contained within this broad statement are the County's compensation goals, including 1) attraction and retention of personnel, 2) rewards for excellence, 3) facilitation of compensation equity, 4) equitable distribution of limited County compensation resources, 5) achievement of pay/performance and contribution relationships, 6) possibility of salary differentiation from the highest to the lowest level of performance and contribution, and 7) clear communication of these objectives to all affected employees. The elements of Dakota County's compensation program have been structured to support and advance these objectives.

II. ADMINISTRATIVE GUIDELINES

A. Participation

The provisions of this Plan apply to all Dakota County employees unless specifically addressed in a collective bargaining agreement. All Dakota County employees who are not represented by a collective bargaining unit, or are not participants in the Unclassified Employees' Compensation Plan, will participate in the Dakota County Merit Compensation Plan. New employees will participate immediately upon employment.

B. Plan Update

The Employee Relations Director will annually review all aspects of the Plan, including salary ranges and grade structure, salary increase matrixes, and administrative guidelines. Any recommended changes due to internal organization modifications, external market factors, strategic programmatic and administrative considerations, or other relevant issues will be proposed to the County Board in a timely fashion.

III. COMPENSATION PROGRAM ELEMENTS

A. Policy

It is the policy of Dakota County to provide its employees equitable compensation and financial incentives, to the extent permitted by law, to promote attainment of the highest levels of performance and organizational contribution. The County recognizes that compensation policies are a key factor in the County's ability to attract, retain and motivate well-qualified individuals to participate in the achievement of its objectives. Therefore, the Dakota County Merit Compensation Plan is based on the principles of internal and external pay equity and is designed to relate to the extent possible, an individual's salary to performance and contribution to organization results.

B. Salary Structure

The County salary structure (Attachment II) consists of 18 salary grades with a corresponding salary range for each grade. Salary ranges are formulated around a midpoint, and a salary range spread is calculated. Salary ranges are segmented into four quartiles. The structure is midpoint-driven which means the market rate for County positions is approximately the midpoint of the salary ranges. Market rate is defined as what comparison jurisdictions are actually paying employees in comparable positions. Movement beyond the market rate is dependent upon high performance ratings and tenure in position.

Salary ranges are analyzed and may be adjusted each year based on a number of factors including relative changes in the labor market, inflationary measures, budgetary impact as well as fluctuation in the prevalence of certain job skills in the marketplace.

C. Performance Reviews

Supervisors shall conduct one informal interim performance review to occur mid-review cycle and one formal performance review to occur at the conclusion of the employee's performance review cycle. The annual formal performance review is used to assess the employee's contribution to organization results, to assess the employee's career growth and development and in years when a compensation increase is available, to determine the employee's eligibility for a merit increase. Performance reviews are assessed based on the performance objectives and competencies approved by Employee Relations for the job classification.

The interim review is intended to ensure employees understand how they are performing against established objectives and competencies and provide the opportunity to discuss mutual expectations and make any necessary mid-year corrections. The interim review identifies strengths and areas for improvement. Interim reviews are documented in dated summary memorandum(s) and maintained by the department.

The formal performance review is conducted within 15 days of employees' annual performance review dates. Prior to the conclusion of the evaluation period, employees are expected to complete a self-assessment and to transmit the self-assessment to the appraising supervisor for use in completing their performance review.

Completed performance review documents are signed by the supervisor, the employee and the next higher level of management. The employee's signature indicates that the appraisal has been discussed with the supervisor, but does not necessarily indicate agreement with document content. Employees shall be provided adequate time to review and provide summary comments to the final review document. If an employee refuses to sign the document, it is so noted and the review is processed. Completed performance review documents are retained by Employee Relations consistent with the County retention schedule and related policies.

At the discretion of management, a supervisor's salary increase may be delayed until all scheduled performance reviews are completed. The performance review process combines an assessment of objective success measures and position competencies.

Exceptional Performance - is reserved for rare achievements. Employees who receive this level of performance have performed at a level that is well beyond the performance of their top performing peers in a given year. These employees have developed, implemented, or created processes or work results that surpassed all others and brought great value to the County.

Greatly Exceeds Performance Standards - is reserved for a limited number of employees who, in a given year, demonstrate extraordinary performance. This rating may result from especially noteworthy accomplishments and/or exceptional performance during the review period that exemplifies organizational excellence.

Exceeds Performance Standards - is to recognize a pro-active performer. Results of assigned responsibilities consistently meet and frequently exceed baseline expectations. Routinely evaluates priorities and maximizes opportunities for improvement and collaboration; is pro-active and effective in performing for group success, integrating change, learning and sharing information, understanding and sustaining organizational values and objectives; serves as an example of professionalism and excellence.

Meets Performance Standards Performance - is to recognize a reliable, responsive performer. Results of assigned responsibilities meet baseline expectations, regularly or with minimal training or coaching. Takes the steps needed to accomplish tasks, can integrate change as proscribed, complies with group needs while performing individual tasks, and can learn and apply specified information when necessary. Demonstrates conduct appropriate for the workplace and acts consistently within organizational values and objectives.

Below Performance Standards - does not achieve baseline performance expectations due to insufficient skill or effort. Results of some or all assigned responsibilities fail to meet baseline expectations. Frequently requires assistance, coaching or regular oversight to complete basic/routine job responsibilities. May be inconsistent in the demonstrated ability to adapt to change and apply new information to assigned tasks or roles and their performance may slow or damage group productivity, functioning or credibility.

Employees who receive a Below Standards rating will receive formal performance reviews at six-month intervals until documented performance warrants a Fully Meets Standards rating. If after the six-month review the employee receives a Meets Standards or above rating, a six-month merit increase is processed and the next review date is adjusted back to the annual or common review date. Employees who receive multiple or consecutive Below Standards ratings will be subject to disciplinary proceedings, up to and including discharge.

D. Individual Development Plans

As part of the County's formal performance review process, supervisors and employees are encouraged to jointly complete an Individual Development Plan (IDP). Formal discussions of job and career objectives, position enrichment and development may also be included. Development or career objectives should be tied to departmental and County-wide goals.

Completion of an IDP is required if the employee is planning to request tuition reimbursement or if a supervisor has determined that the employee is to complete one.

E. Salary Increase Matrix

The County Merit Matrix is based on the principle that salary range position and performance as reflected in organizational contribution bear a direct relationship and that gravitation toward the market rate (Q2) should occur.

For purposes of the salary increase matrix, salary range position is identified by compa-ratio. This figure represents participants' actual compensation expressed as a percentage of Q2 of the assigned salary range (i.e. compa-ratio of 100.0 = actual compensation at Q2 of the salary range).

The structure of the annual merit matrix (Attachment I) reflects percentage increases based on two dimensions: range position (Quartile 1, 2, 3 & 4) and performance rating. When a merit increase is available, a high performer in a low segment of the salary range may receive a greater base salary increase than an equivalent performer in an upper portion of the salary range. Note that employees whose performance is rated as Below Standards, are in no case eligible for an increase to base salary or a lump sum payment. In no instance will an employee's base salary be increased above the range maximum.

Administering an effective performance-based, market system requires a commitment to truly differentiate performance. There is no expectation that every employee will reach the salary range maximum. Appropriate ratings differentiation is expected. Those employees who perform at higher levels receive greater rewards.

F. Extra Meritorious Award

The Extra Meritorious Award provides up to a 2% lump sum payment of the employee's salary for recognition of special achievements outside the normal expectations of a non-union employee's position. Employees are eligible for an Extra Meritorious Award once per calendar year. Extra Meritorious Awards are approved or disapproved by the County Manager after review and consultation with Employee Relations.

G. Promotion

A promotion is defined as the selection of an internal candidate through the competitive recruitment process into a position at a higher salary grade.

At the time of a promotion decision, the affected employee receives a performance review of the time worked in the current position since the most recent performance appraisal. Upon promotion, employees are eligible for an increase of up to 10% of their actual base salary, or placement at the new salary range minimum, whichever is greater. If the employee's resulting base salary is below Quartile 2 of the new salary range, internal equity and the employee's appropriate placement within the salary range may be considered when implementing a promotional salary action and an additional increase may be proposed. All promotional salary actions require approval by Employee Relations.

Employees promoted into a supervisory position will typically not earn less than 90% of the highest paid subordinate employee in the work unit unless unique circumstances exist. All promotional salary increases will be approved by Employee Relations and reviewed with the Department Director prior to a promotional job offer being extended.

H. Demotion

a. Involuntary

An involuntary demotion is defined as a reassignment from one position to another, which has a lower salary range or classification as a result of a performance-based consequence or other disciplinary procedure. The employee's salary review date will be adjusted to the effective date of the action. The employee's salary is subject to adjustment on a case by case basis as approved by Employee Relations.

b. Voluntary

A voluntary demotion is defined as the selection of an internal candidate through the competitive process into a position at a lower salary range or classification. The employee's salary review date will be adjusted to the effective date of the action. The employee's salary reduction will generally be no greater than 10% of their base pay per pay grade reduced Adjustments will be based on internal equity considerations and approved by Employee Relations.

c. Reorganization

If a demotion is the result of reorganization or unforeseen organization or structure changes and if the affected employee's salary is above the new salary range maximum, the salary is frozen until such time as the salary is within the new salary range.

I. Job Evaluation

Through the County's job evaluation and classification policy, the County ensures that appropriate relationships between classifications and jobs are established and maintained over time through application of a periodic job description review process and reorganization studies when appropriate.

J. Reclassification

A reclassification is defined as movement to another salary grade or classification as a result of approved changes in job duties significantly modifying the position responsibilities. When a position is reclassified to a higher salary grade, employees are eligible for an increase of up to 5% of their actual base salary or placement at the new salary range minimum, whichever is greatest.

Through the periodic job description review process, the County ensures job descriptions are reviewed and updated regularly as changes to services, processes and related job duties occur. When a department plans a substantive structural or work process change they are urged to contact Employee Relations to determine if a reorganization review is needed to ensure classification consistency is maintained and the proposed changes are cost neutral.

Positions may be reclassified with no change in salary grade, upward (higher classification/salary grade); or downward (lower classification/salary grade). If the affected employee's current salary is below the new salary range minimum, the salary is increased to the range minimum. Reclassification downward generally results in no immediate change to the employees' salary. If the employee's salary is above the salary range maximum for the new classification, the salary is frozen until such time as the salary is within the new salary range. When the employee's salary is within the new salary range and in years when a merit opportunity is available, the employee will be eligible on the normal performance review date

for a merit increase based upon documented performance rating. Reclassification of a job class does not change the employee's review date or seniority date.

K. Within-Grade Advancement

A series of two positions may be established within the same pay-grade. Both positions in the series will have a position description with the more advanced position indicating the necessary mastery or additional responsibility required for the position. When an employee advances from one position to the next in the series, they are eligible for an up to 3 percent increase of their actual base salary.

L. Working Out of Grade

Out-of-grade pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of 10 consecutive work-days or more. Employee Relations reviews the proposed out-of-grade request prior to an appointment and approvals shall be limited to a period not to exceed six-months, however extensions may be requested. Generally, working out-of-grade is the result of a temporarily vacant position. In such a case and for the duration of the out-of-grade assignment, the employee is eligible for a payment of up to 5% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of-grade payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-grade assignment. Employees being considered for an out-of-grade assignment must meet the minimum qualifications of the position in the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 10 consecutive work days or more, the employee is eligible for a partial out-of-grade payment of up to 3% of their actual base salary to be paid in a lump-sum as indicated in paragraph one of this section.

If an employee's review date occurs during the time they are working in an out-of-grade assignment, a salary adjustment consistent with the Merit Compensation Plan is computed based upon the employee's regular position salary rate minus the out-of-grade differential, , as defined in this policy or applicable labor contract. The out-of-grade rate is then added to the employee's new base salary. When the employee returns to their regular position, they are compensated at their regular rate and they no longer receive the temporary payment received for the out-of-grade assignment.

If the employee is promoted to the out-of-grade position, the time since the employee's last performance review is "closed out" by conducting a performance review for the period in question. The employee then serves a six month probation period. The salary of the promoted employee shall be no less than the rate of pay while serving in the out-of-grade assignment.

If a classified employee is temporarily appointed to an unclassified position, these guidelines may be adjusted to fit the circumstances, subject to review by Employee Relations.

M. On-Call Compensation

While employees are outside normal work hours but are designated to be on-call they shall be compensated for on-call status at the rate of two dollars (\$2.00) per hour for each hour they are designated on-call. An employee called back to work outside of the employee's regular shift shall receive a minimum of two (2) hours pay for such callback. Exempt

employees are compensated at the straight time rate and non-exempt employees are compensated at the rate of one and one-half times the normal pay rate. This provision shall not apply to an extension of shift or early report to a regularly scheduled shift.

To utilize this provision, a department shall design an on-call plan for approval by Employee Relations (ref. Policy 3200). Salary adjustments must be made in the context of the approved plan.

N. Wage and Salary Guidelines

- *Full Merit Concept*

All employee base and any lump sum salary actions are provided based solely on the County's Merit Matrix and related guidelines; all base and any lump sum salary actions occur on employees' established annual merit review dates.

- *Merit Matrix*

The Merit Matrix guidelines provide percentage base and lump-sum increases for each level of performance. The merit increase is a percentage calculated on the Q2 rate of the employee's applicable salary range if the salary is below the Q2 rate and calculated on the employee's base salary if above the Q2 rate.

For employees below the range maximum and whose base adjustment would result in an increase above the salary range maximum, the salary increase is available only to the range maximum rate. There are no base or lump sum increases beyond the range maximum.

- *Performance Review Date*

The performance review date has historically been the date on which the employee was last hired, promoted or demoted to a new job classification. Departments are strongly encouraged to move employees to common review dates in order to more equitably evaluate performance across work units. In the year of movement to a common review date an employee's merit increase is prorated from the date of the most recent merit increase. Employees' review dates are adjusted or in the event of approved unpaid leaves of absence of 90 days or more. Where departmental common review dates exist, merit increases will be prorated for unpaid leaves of absence of 90 days or more.

- *Effective Dates of Increases*

Any available pay increases will be effective the first day of the pay period in which the performance review date falls. This effective date will not affect the employee's performance review date.

- *Six-Month Probationary Performance Reviews*

Six-month probationary performance reviews are conducted to determine if the employee has met all the performance requirements of the position. In years when a merit opportunity is available and based on the plan year merit guidelines within which they fall, 50% of the merit increase is provided upon successful completion of the initial probationary period. At the conclusion of the first 12 months of work in the job, a second six-month performance review is conducted and depending on available merit guidelines, 50% of the eligible merit increase is provided upon successful performance.

- *Salaries Below the Range Minimum*

At the beginning of a calendar year, employees compensated at rates less than the minimum of the new salary ranges, will be adjusted to the new range minimum.

- *Increases to Top of Range*

No employee's salary may exceed the salary range maximum. In years with an available merit increase opportunity, a base increase may be given up to the maximum. There are no base or lump sum increases if an employee's salary is at the salary range maximum rate.

O. Approval Process

All performance review and salary increase materials and documentation require two levels of approval signatures. Consistent with County policy, individual Divisions/ Departments may require additional approvals. After appropriate Division/Department approval, all review materials are forwarded to Employee Relations in advance of the payroll deadline, for final approval and processing.

P. Market Adjustment

When a market analysis for a specific job class indicates the assigned salary range mid-point deviates, positively or negatively, from the market by more than 10%, the job class may be placed at an established salary grade that most closely corresponds to the applicable market rate. The job class is administered in the context of the adjusted grade. All market adjustments will be re-evaluated on a regular basis.

Q. Plan Exceptions

The County Manager may approve exceptions to the Plan. These will generally involve internal and labor market equity considerations or unusual circumstances and will occur only upon the recommendation of the Employee Relations Director.

R. Policy Implications

The provisions of this Plan supersede any applicable Dakota County Employee Relations Policies and Procedures.

DAKOTA COUNTY NON-UNION MERIT COMPENSATION PLAN

2022 Merit Matrix

The Merit Matrix guidelines provide maximum recommended percentage increases for each level of performance and for each of the four salary quartiles. All below Q2 salary actions are a percentage of the Q2 rate. All above Q2 salary actions are a percentage of the employee's base salary.

Salary Range	PERFORMANCE RATING					
	<i>Exceptional Performance</i>		Greatly Exceeds Standards	Exceeds Standards	Meets Standards	Below Standards
Q4	2% base+ 3% lump sum		2% base+ 3% lump sum	2% base+ 2% lump sum	2% base+ 1% lump sum	0%
Q3	2% base+ 3% lump sum		2% base+ 3% lump sum	2% base+ 2% lump sum	2% base+ 1% lump sum	0%
Q2	2% base+ 3% lump sum		2% base+ 3% lump sum	2% base+ 2% lump sum	2% base+ 1% lump sum	0%
Q1	2% base+ 3% lump sum		2% base+ 3% lump sum	2% base+ 2% lump sum	2% base+ 1% lump sum	0%

2022 DAKOTA COUNTY PAY EQUITY COMPENSATION STRUCTURE

Grade	Minimum	Q-1	Midpoint	Q-3	Maximum
100	\$25,814	\$29,041	\$32,268	\$36,302	\$40,335
101	\$28,912	\$32,526	\$36,140	\$40,658	\$45,175
102	\$32,382	\$36,430	\$40,477	\$45,537	\$50,596
103	\$36,267	\$40,801	\$45,334	\$51,001	\$56,668
104	\$40,619	\$45,697	\$50,774	\$57,121	\$63,468
105	\$45,494	\$51,181	\$56,867	\$63,976	\$71,084
106	\$50,953	\$57,322	\$63,691	\$71,653	\$79,614
107	\$57,067	\$64,201	\$71,334	\$80,251	\$89,168
108	\$63,915	\$71,905	\$79,894	\$89,881	\$99,868
109	\$71,585	\$80,533	\$89,481	\$100,666	\$111,851
110	\$80,175	\$90,197	\$100,219	\$112,747	\$125,274
111	\$89,796	\$101,021	\$112,245	\$126,276	\$140,306
112	\$100,571	\$113,143	\$125,714	\$141,429	\$157,143
113	\$112,640	\$126,720	\$140,800	\$158,400	\$176,000
114	\$126,157	\$141,927	\$157,696	\$177,408	\$197,120
115	\$141,296	\$158,958	\$176,620	\$198,698	\$220,775
116	\$158,251	\$178,033	\$197,814	\$222,541	\$247,268
117	\$177,242	\$199,397	\$221,552	\$249,246	\$276,940

Shaded salaries exceed the 2022 Local Government Salary Cap and are currently unavailable to Dakota County employees without a waiver.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 12/9/2021

Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Adopt 2022 Budget

SUMMARY:

The Finance Committee met on November 30 to review the draft 2022 budget. The draft 2022 budget is balanced among anticipated revenues and expenditures and is \$1,758,427. The 2022 budget is less than a 1% increase from current year.

The budget will likely change during the year and will be adjusted as recommended by the Finance Committee. Much of our budget is based on forecasts with our partnering organizations under approved work plans and a fee for service arrangement as well as our reliance on State grants.

EXPLANATION OF FISCAL/FTE IMPACT:

None at this time. Upon adoption of the 2022 budget a staff work plan will be developed for the upcoming calendar year.

Supporting Documents:

Draft 2022 Budget

Previous Board Action:

None

**DAKOTA COUNTY SWCD
2022 Draft Budget**

Pass Thru

	2020	2021	2022
	Actual	Budget	DRAFT Budget
REVENUES			
State Revenues:	\$381,682	\$539,530	\$460,321
BWSR Buffer Law	\$11,962	\$20,000	\$17,430
2018 Cost Share TA	\$1,784	-	-
2018 Cost Share Projects	\$2,100	-	-
2019 Cost Share TA	\$5,964	-	-
2019 Cost Share Projects	\$9,339	-	-
2020 Cost Share TA		\$4,800	-
2020 Cost Share Projects		\$17,054	-
2021 Cost Share TA		\$5,000	-
2021 Cost Share Projects		\$17,054	-
2022 Cost Share TA			\$4,410
2022 Cost Share Projects			\$17,644
2019 Conservation Delivery	\$10,620	-	-
2020 Conservation Delivery	\$13,278	\$10,620	-
2021 Conservation Delivery		\$10,620	\$10,620
2022 Conservation Delivery			\$10,620
2020 BWSR Easement Delivery	\$250	\$250	\$250
2019 Local Capacity Funding	\$102,835	\$0	-
2020 Local Capacity Funding	\$55,855	\$74,387	-
2021 Local Capacity Funding		\$49,250	\$25,000
2022 Local Capacity Funding			\$114,000
CWF 2020 DC Drinking Water Protection Project TA	\$356	\$0	-
CWF 2020 DC Drinking Water Protection Projects	\$73,185	\$26,495	-
CWF 2019 Watershed Based Funding	\$24,165	\$20,000	\$16,000
CWF 2019 Watershed Based Funding Projects	\$0	\$15,000	\$40,000
CWF 2018 Cooperative Weed Management Area Pgm	\$5,052	-	-
CWF 2017 Trout Brook Watershed Initiative TA	\$1,341	-	-
CWF 2017 Trout Brook Watershed Initiative Projects	\$46,539	-	-
CWF 2018 Trout Brook Watershed Initiative TA	\$748	\$37,000	-
CWF 2018 Trout Brook Watershed Initiative Projects	\$0	\$50,000	\$10,107
WBF 2021 Cannon River		\$50,000	\$75,000
WBF 2021 Cannon River Projects		\$50,000	\$23,150
WBF 2021 Minnesota River South		\$10,000	\$10,000
WBF 2021 Minnesota River South Projects		\$10,000	\$0
WBF 2021 Mississippi River East		\$10,000	\$10,000
WBF 2021 Mississippi River East Projects		\$10,000	\$8,000
WBF 2021 Vermillion River		\$15,000	\$30,000
WBF 2021 Vermillion River Projects		\$15,000	\$15,000
Met Council WOMPs	\$9,254	\$9,000	\$16,000
MN DNR Observation Wells	\$2,550	\$3,000	\$3,090
MDA Nitrogen Fertilizer Management Plan	\$4,503	\$0	\$4,000
County Revenues:	\$682,870	\$724,106	\$814,106
Operating Funds	\$331,302	\$331,302	\$331,302
Environmental Resources	\$115,262	\$125,000	\$125,000
2019 DC Capital Improvement Program TA	\$37,500	-	-
2019 DC Capital Improvement Program Projects	\$16,530	-	-
2020 DC Capital Improvement Program Projects	\$77,053	-	-
2021 DC Capital Improvement Program TA		\$37,500	-
2021 DC Capital Improvement Program Projects		\$112,500	-
2022 DC Capital Improvement Program TA			\$82,500
2022 DC Capital Improvement Program Projects			\$167,500
Parks, Fleet, Facilities Mgmt	\$46,418	\$25,000	\$25,000
Parks 2018 Trout Brook TA Match		\$35,000	\$25,000
Transportation	\$6,000	\$5,000	\$5,000
NRBG - Wetland Conservation Act Funds	\$52,804	\$52,804	\$52,804

**DAKOTA COUNTY SWCD
2022 Draft Budget**

Pass Thru

	2020	2021	2022
	Actual	Budget	DRAFT Budget
REVENUES CONTINUED			
Revenue - Local Agencies:	\$413,771	\$468,000	\$437,000
City of Burnsville	\$3,520	\$5,000	\$5,000
City of Eagan		\$5,000	\$2,000
City of Inver Grove Heights		\$2,000	\$2,000
Cannon River Watershed JPB	\$2,380	\$5,000	\$20,000
JPO Vermillion River Watershed	\$167,043	\$150,000	\$100,000
JPO Vermillion River Watershed Projects	\$46,105	\$49,000	\$49,000
JPO Vermillion River Watershed LCW Projects	\$4,250	\$6,250	\$3,250
MCD Engineering & Technical Assistance	\$9,519	\$25,000	\$31,000
MCD Administration and Hosting	\$13,544	\$10,000	\$15,000
MCD MN Ag Water Quality Certification Program	\$1,689	\$2,000	\$2,000
MCD Campus Groundwater Conservation Program	\$2,625	-	-
MCD Subwatershed Assessment	\$9,598	-	-
Lower MN River WD	\$7,860	\$10,000	\$10,000
Lower MN River WD LCW Projects	\$250	-	-
Lower MN River WD CWF 2019 WBF	\$1,249	-	-
Black Dog WMO	\$15,760	\$20,000	\$20,000
Black Dog WMO LCW Projects	\$2,450	\$3,000	\$4,500
Eagan-Inver Grove Heights WMO	\$25,093	\$30,000	\$30,000
Eagan-Inver Grove Heights WMO LCW Projects/Exp	\$2,100	\$3,000	\$3,000
Eagan-Inver Grove Heights WMO CWF 2019 WBF	\$1,651	\$2,000	\$2,000
Lower Mississippi River WMO	\$52,462	\$55,000	\$75,000
Lower Mississippi River WMO LCW Projects	\$3,250	\$5,000	\$4,000
Lower Mississippi River WMO CWF 2016 Thompson Lake	\$5,684	-	-
Lower Mississippi River WMO CWF 2018 Cherokee Heights	\$2,671	-	-
Lower Mississippi River WMO CWF 2019 WBF	\$822	\$10,000	\$6,500
North Cannon River WMO	\$23,311	\$30,000	\$34,000
North Cannon River WMO Projects	\$4,125	\$3,000	\$3,000
North Cannon River WMO LCW Projects	\$250	\$750	\$750
North Cannon River WMO 2019 WBF	\$4,509	\$22,000	\$10,000
North Cannon River WMO 2019 WBF Projects		\$15,000	\$5,000
Other Revenue:	\$22,320	\$11,500	\$47,000
Interest Earnings	\$13,201	\$4,000	\$4,000
Equipment Rental Income	\$1,839	\$2,000	\$2,000
Landscaping for Clean Water Workshops	\$2,756	\$2,000	\$2,000
Other Charges For Services	\$4,525	\$3,500	\$17,000
Tree Program Sales			\$22,000
Total Revenues:	\$1,500,644	\$1,743,136	\$1,758,427

	2020	2021	2022
	Actual	Budget	DRAFT Budget
EXPENSES			
Operating Expenses:	\$37,483	\$46,100	\$43,100
Computers and Accessories	\$11,091	\$10,000	\$10,000
Dues and Memberships Fees	\$10,824	\$11,000	\$13,000
Miscellaneous Operating Expenses	\$231	\$500	\$500
Postage	\$1,678	\$2,000	\$2,000
Professional Services	\$3,788	\$4,100	\$4,100
Public Education, Information, & Promotion	\$1,158	\$2,000	\$2,000
Telephone and Wireless Service	\$840	\$1,500	\$1,500
Vehicle Maintenance and Fuel	\$7,872	\$15,000	\$10,000
Operating Supplies:	\$5,729	\$8,500	\$8,500
Field Supplies	\$456	\$1,000	\$1,000
Office Supplies	\$976	\$2,500	\$2,500
Printer and Plotter Supplies	\$3,956	\$4,000	\$4,000
Safety Equipment	\$341	\$1,000	\$1,000

**DAKOTA COUNTY SWCD
2022 Draft Budget**

Pass Thru

	2020	2021	2022
	Actual	Budget	DRAFT Budget
EXPENSES CONTINUED			
Project Expenses:	\$319,712	\$408,103	\$353,901
BWSR Buffer Law			\$0
2018 Cost Share Projects	\$2,100	-	-
2019 Cost Share Projects	\$9,339	-	-
2020 Cost Share Projects		\$17,054	-
2021 Cost Share Projects		\$17,054	-
2022 Cost Share Projects			\$17,644
CWF 2020 DC Drinking Water Protection Projects	\$73,185	\$26,495	-
CWF 2019 Watershed Based Funding Expenses	\$61	-	-
CWF 2019 Watershed Based Funding Projects		\$15,000	\$40,000
CWF 2017 Trout Brook Watershed Initiative Projects	\$46,539	-	-
CWF 2018 Trout Brook Watershed Initiative Projects		\$50,000	\$10,107
WBF 2021 Cannon River Projects		\$50,000	\$23,150
WBF 2021 Minnesota River South Projects		\$10,000	\$0
WBF 2021 Mississippi River East Projects		\$10,000	\$8,000
WBF 2021 Vermillion River Projects		\$15,000	\$15,000
Black Dog WMO LCW Projects	\$2,450	\$3,000	\$4,500
Eagan-Inver Grove Heights WMO LCW Projects/Exp	\$2,000	\$3,000	\$3,000
Eagan-Inver Grove Heights WMO Expenses	\$153	\$0	\$0
Lower MN River WD LCW Projects	\$250	\$0	\$0
Lower Mississippi River WMO LCW Projects	\$3,250	\$5,000	\$4,000
Lower Mississippi River WMO Expenses	\$142	\$0	\$0
North Cannon River WMO Projects	\$4,125	\$3,000	\$3,000
North Cannon River WMO LCW Projects	\$250	\$750	\$750
North Cannon River WMO Expenses	\$1,920	\$0	\$0
North Cannon River WMO 2019 WBF Projects		\$15,000	\$5,000
JPO Vermillion River Watershed Projects	\$46,105	\$49,000	\$49,000
JPO Vermillion River Watershed LCW Projects	\$4,250	\$6,250	\$3,250
JPO Vermillion River Watershed Expenses	\$21,275	\$0	\$0
2019 DC Capital Improvement Program Projects	\$16,530	-	-
2020 DC Capital Improvement Program Projects	\$77,053	-	-
2021 DC Capital Improvement Program Projects	\$0	\$112,500	-
2022 DC Capital Improvement Program Projects			\$167,500
County Department Expenses	\$7,756	\$0	\$0
MDA Nitrogen Fertilizer Management Plan	\$44	\$0	\$0
Met Council WOMPs	\$934	\$0	\$0
Program Expenses:	\$6,582	\$15,500	\$22,200
Credit Card Processing/Forms for Website			\$1,700
Equipment Repairs	\$621	\$2,000	\$2,000
Landscaping for Clean Water	\$3,949	\$2,500	\$500
Misc. Project Expenses, Contracted Services	\$2,012	\$10,000	\$2,000
Outdoor Education Day		\$1,000	\$1,000
Tree Program Expense			\$15,000
Payroll Expenses:	\$1,200,762	\$1,266,483	\$1,330,726
Employee Salaries Full Time Employees	\$896,226	\$905,000	\$970,884
Employee Salaries Part-Time	\$2,576	\$20,000	\$0
Annual Conversion Option	\$0	\$0	\$0
Upcoming Year Annual Conversion Option	\$0	\$0	\$0
PERA Employees (7.50%)	\$67,313	\$67,875	\$72,816
Social Security (6.2%)	\$54,507	\$57,350	\$60,680
Medicare (1.45%)	\$12,855	\$13,413	\$14,078
Medical Insurance	\$134,119	\$153,700	\$160,000
Dental Insurance	\$8,709	\$5,500	\$5,500
Disability Insurance	\$6,331	\$6,500	\$6,800
Employee Benefits Other (Cell Phone/Clothing Allowance)	\$4,048	\$4,000	\$4,000
Employee Meeting Expenses and Reimbursements	\$429	\$2,500	\$2,000
Employee Training, Conferences	\$583	\$5,000	\$5,000
Payroll Processing, Subscription, Advertising	\$840	\$1,000	\$1,000
Work Comp Insurance	\$3,400	\$6,000	\$4,000
Supervisor Compensation	\$7,395	\$10,000	\$15,000
Supervisors PERA (5%) & Medicare (1.45%)	\$370	\$645	\$968
Supervisor Mileage, Mtg Exp, Reimb, Clothing	\$927	\$5,000	\$5,000
Supervisor Training, Conferences	\$135	\$3,000	\$3,000
Total Expenses:	\$1,570,268	\$1,744,686	\$1,758,427
Revenue Less Expenses	(\$69,625)	(\$1,550)	\$0

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Voice Vote

Meeting Date: 12/9/2021

Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Set date and time for a special Board meeting In December 2021

SUMMARY:

A special Board meeting is being requested to complete business items for calendar year 2021. Thursday, December 30 at 9:00 a.m. is being proposed.

EXPLANATION OF FISCAL/FTE IMPACT:

None

Supporting Documents:

Previous Board Action:

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Voice Vote

Meeting Date: 12/9/2021

Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Establish Board meeting schedule for 2022.

SUMMARY:

For the past two years our monthly Board meetings have been held at 9:00 a.m. on the 2nd Thursday of the month. For calendar year 2022 the following days would be listed for monthly Board meetings:

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

All meetings would be subject to change and Special Board meetings may be called. At this time, monthly Board meetings will plan to be held in person at the Dakota County Extension and Conservation Center with a 9:00 a.m. start time.

EXPLANATION OF FISCAL/FTE IMPACT:

None

Supporting Documents:

Previous Board Action: