



AGENDA

Dakota County Soil and Water Conservation District Board Meeting

Thursday, February 10, 2022 - 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 January 13, 2022 Meeting Minutes
6. Approval of February 10, 2022 Accounts Payable
7. Authorization to Enter into Engagement Letter with Peterson Company Ltd for Conducting 2021 Financial Audit

REGULAR AGENDA

8. Authorization to Provide Final Payment to Leonard Brochman for the Installation of Grassed Waterway and Four Water and Sediment Control Basins Action
9. Authorization to Provide Final Payment to City of Burnsville for Shoreline Restoration Action
10. Adopt Resolution Accepting Certain Wetland Conservation Act Authorities from City of Hampton Action
11. Authorization to Delegate Multiple-Year Contract Payments to the District Manager after First-Year Payment Action
12. Adopt 2022 Cost Share Policies Action
13. Update on 2022 Landscaping for Clean Water Program Information
14. Announcements and Reports
 - Natural Resources Conservation Service
 - Dakota County
 - 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

15. 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.

- February 8, 2022 Eagan-Inver Grove Heights Watershed Management Organization Meeting
Eagan Maintenance Facility, 3501 Coachman Point – 5:30 p.m.
- February 9, 2022 Lower Mississippi River Watershed Management Organization Meeting
Virtual – 3:00 p.m.
- February 10, 2022 Dakota County Soil and Water Conservation District Board Meeting
Extension and Conservation Center, 4100 220th Street West, Farmington – 9:00 a.m.
- February 10, 2022 Minnesota Association of SWCDs 2022 Legislative Priorities
Webinar - 10:30 a.m.
- February 16, 2022 Black Dog Watershed Management Organization Meeting
Burnsville Maintenance Facility, 13713 Frontier Court, Burnsville – 5:00 p.m.
- February 16, 2022 Lower Minnesota River Watershed District Meeting
Chaska City Hall, Once City Hall Plaza 2nd Floor – 7:00 p.m.
- February 23, 2022 Metropolitan Conservation Districts Joint Powers Board Meeting
TBD
- February 24, 2022 Vermillion River Watershed Joint Powers Board Meeting
Extension and Conservation Center, 4100 220th Street West, Farmington – 1:00 p.m.
- March 9, 2022 Minnesota Association of Soil and Water Conservation Districts Legislative Briefing
TBD
- March 9, 2022 Lower Mississippi River Watershed Management Organization Meeting
Virtual – 3:00 p.m.
- March 10, 2022 Dakota County Soil and Water Conservation District Board Meeting
Extension and Conservation Center, 4100 220th Street West, Farmington – 9:00 a.m.

16. Adjourn



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, January 13, 2022

9:00 a.m.

4100 220th Street W, Suite 102
Farmington, Minnesota

Board Members Present:

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

SWCD Staff Present:

Brian Watson
Lana Rotty
Todd Matzke

Others Present:

Andy Lokken, Dakota County
Brad Becker, Dakota County
Matthew Lundberg, NRCS

1. Call to Order and Roll Call

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

2. Pledge of Allegiance

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

3. Election of Officers

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

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

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

Watson turned the meeting over to Chair Zanmiller. Zanmiller asked the Supervisors if they would like to retain their current officer positions.

22.002 Motion by Dee, second by Johnson to retain the same Officer positions for the 2022 year. All members voting in favor. Motion carried.

4. Audience

Chair Zanmiller asked if there was anyone in the audience that wished to address the board on an item that is not on the agenda. No one appeared.

5. Approval of Agenda

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

CONSENT AGENDA

Supervisor Dee requested to move item 8 Designation of the Financial Depositories to the regular agenda.

6. December 30, 2021 Board Meeting Minutes

Approval of December 30, 2021 Meeting Minutes.

7. January 13, 2022 Accounts Payable

Approval of January 13, 2022 Accounts Payable.

9. Designate 2022 Official Newspaper ad Dakota County Tribune

Designate the Dakota County Tribune as the official newspaper for 2022.

10. Adopt 2022 Operating Rules and Guidelines

Adopt Board Operating Rules and Guidelines as presented.

11. Approve 2022 Membership Dues

10.1 Metropolitan Conservation Districts Joint Powers Board \$1,600.

10.2 Cannon River Watershed Joint Powers Board \$3,500 (not to exceed).

10.3 Minnesota Association of Soil and Water Conservation Districts \$200 (Area) \$5,750.58 (State).

10.4 National Association of Conservation Districts \$775 FY22, \$775 FY23.

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

REGULAR AGENDA

8. Designate 2022 Financial Depositories as Castle Rock Bank and Vermillion State Bank

Supervisor Dee noted that she receives a copy of each bank statement monthly. After each Board Meeting, she compares and reconciles the statement she receives to those reconciled by Lana Rotty. She stated that two times last year, Castle Rock Bank mailed her statements to the SWCD office. She added that we are fortunate that they were mailed here and not to some other individual or business. She was very disappointed at this clerical error and wanted to make all Supervisors aware of this. If this continues this year, she would be in favor of a new bank designation.

22.005 Motion by Dee, second by Johnson to designate the Castle Rock Bank as the primary savings and checking account and to designate the Vermillion Bank as secondary savings and checking account. All members voting in favor. Motion carried.

12. Update and Discussion on Redistricting of Dakota SWCD Board Districts

Andy Lokken, Dakota County Elections Director gave a presentation on the 2022 Redistricting based on the 2020 Census Population.

Minnesota Statute requires Soil and Water Conservation Districts in the metro area be redistricted after a federal census when any one district varies in population more than 10 percent from the average of all Soil and Water Supervisor districts in the county. The soil and water redistricting plan must be approved by the Dakota County Board of Commissioners by April 26, 2022. Which means the SWCD recommended boundaries deadline is April 19, 2022. Lokken continued to review the timeline of activities based on statutory rules and legislative deadlines. With the 10% rule for Soil and Water Conservation Districts, each district population must fall between 79,179 and 96,773 with the ideal population at 87,976. If the shift of population in and out of any district is greater than 5%, that district is up for election in 2022, as well as Districts 4 and 5 which would be up for reelection regardless of the new census. The notice of intent to

redistrict must be published in the official newspaper for three weeks (April 1, 8, 15) prior to final adoption. Discussion occurred on whether there was a preference to be a Board of 7 Supervisors and align with the County Board of Commissioner areas or remain as 5 Supervisors. The issue of one County Commissioner representing ½ of all Dakota County land area was a concern as it relates to the statutory authorities of soil and water conservation districts. The Board of Supervisors unanimously agreed that they wish to remain at 5 Supervisors. Watson will pass this on as he continues working with Dakota County staff on redistricting. Chair Zanmiller and the Supervisors thanked Lokken for the information.

22.006 Motion by Dee, second by Johnson that the Dakota County Soil and Water Conservation District Board remain at five Supervisors with the redistricting in 2022. All members voting in favor. Motion carried

13. Adopt Resolution Accepting Certain Wetland Conservation Act Authorities from Nininger Township

The Nininger Township Board passed a resolution at their December 21, 2021 meeting to delegate certain decision and administrative authorities to the SWCD for the following WCA purposes: Official Listing as WCA Contact, Wetland Boundary and Type Decisions, No Loss Decisions, Exemption Decisions, Providing State Required Annual Reports. With adoption of this resolution, the SWCD would perform these delegated authorities within Nininger Township.

22.007 Motion by Dee, second by Johnson to accept Wetland Conservation Act authorities from Nininger Township as delegated. All members voting in favor. Motion carried.

14. Summary of 2021 Landscaping for Clean Water Program

Watson provided a summary of the 2021 Landscaping for Clean Water Program. Due to the ongoing Covid-19 pandemic in 2021, all Landscaping for Clean Water programming was held virtually. Four live virtual Introduction classes were held in the spring (March through May) and then pre-recorded so others could participant in the classes at their leisure. A total of 371 individuals participated in the Introduction classes. A total of 164 participants took part in the virtual Design classes which consisted of a series of pre-recorded videos. New for 2021, the Maintenance classes were split into three online sessions. Each workshop focused on maintenance for a given season (Spring, Summer and Fall) allowing for season specific information on how to maintain and promote the health, performance, and beauty of their garden. A total of 41 projects were installed in 2021. Watson noted that this was the 15th year of the program.

15. Establish Board Committees and Assignments for 2021

Watson stated that each year we review Committee structure and assign SWCD Board members to each committee. He reviewed the current list of committees and asked for comments and potential changes to the list. Committees and assignments were reviewed.

| <u>Committee</u> | <u>Member</u> (Primary) | <u>Member</u> (Alternate) |
|-----------------------------|-------------------------|---------------------------|
| Community Development | Laura Zanmiller..... | Chelsea Skog |
| Education and Outreach..... | Jayne Hager Dee..... | Chelsea Skog |
| Finance | Jayne Hager Dee..... | Bruce Johnson |
| Personnel..... | Laura Zanmiller..... | Kevin Chamberlain |
| Rural Land..... | Kevin Chamberlain..... | Jayne Hager Dee |

| <u>Assignment</u> | <u>Primary</u> | <u>Alternate</u> |
|--|-------------------------|------------------|
| Metropolitan Conservation Districts JPB..... | Laura Zanmiller..... | Chelsea Skog |
| Legislative Assignment..... | Jayne Hager Dee..... | Chelsea Skog |
| NRCS Local Work Group..... | Kevin Chamberlain | Jayne Hager Dee |
| Cannon River Watershed JPB..... | Kevin Chamberlain..... | Jayne Hager Dee |

There was discussion on Supervisor attendance at WMO and WD meetings and the consensus was that Watson should inform the Supervisor's if attendance is necessary.

22.008 Motion by Chamberlain, second by Johnson to approve the 2022 SWCD Board Committees and Assignments as listed above. All members voting in favor. Motion carried.

16. Announcements and Reports

Natural Resources Conservation Service

Matthew Lundberg, Soil Conservationist, provided the Natural Resources Conservation Service report. He thanked the Board for the opportunity to attend the meeting. He introduced himself and provided background on his educational and work experiences. He stated that Dakota County received 55 applications for the Environmental Quality Incentive Program which were comprised of cover crops, irrigation water management, water and sediment control basins, and well sealings. NRCS is working on the 2022 payments schedule. This year, the Cannon River Watershed is a high priority area for certain practices on eligible land. They have 20 expiring CRP contracts, of those two are interested in renewing. He and Matt Schaar are working in the Farmington Office, they hope to hire another conservationist within six months. He added that he is looking forward to working with the SWCD.

Dakota County

Brad Becker provided the Dakota County report. He stated that they are involved with three Clean Water Fund grants from the Board of Water and Soil Resources. A grant for the Foxborough Park/North Creek stormwater project. This is west of the Ole Piper restaurant on Cedar Avenue. They will be constructing a dry pond with a wet sedimentation forebay in Foxborough Park adjacent to the North Creek tributary to the Vermillion River. This pond will capture and reduce sediment and total phosphorus (TP) from an existing stormwater outfall that discharges directly to North Creek. The basin would be constructed within an existing park greenspace and would intercept stormwater from the existing outfall for treatment. The 220-acre subwatershed draining to this stormwater outfall was developed several decades ago with very minimal stormwater treatment and new opportunities for stormwater treatment are limited. North Creek is anticipated to be placed on the impaired waters list in 2022 for sediment and fish bioassessment. This grant is \$346,000 and in coordination with the Vermillion River Watershed Joint Powers Organization, the City of Lakeville, and the SWCD.

A grant for Ravenna Trail Ravine Stabilization, along the Sontag Ravine was also awarded. Portions of the lower Vermillion River are abutted by steep erodible hillsides that deposit sediment directly in the river during rain events and contribute to this reach of the Vermillion River being impaired for turbidity. The project seeks to stabilize 3,600 linear feet of two heavily eroded ravines that have repeatedly deposited sediment in the Vermillion River adjacent to Ravenna Trail (County Road 54) through the installation of armoring/rock-lined channel, ravine bank and channel stabilization, low-flow drop structures, riprap check dams and plunge pools, and other practices. This grant is \$495,000 and in coordination with the Vermillion River Watershed Joint Powers Organization, Dakota County, and the SWCD.

A third grant, Dakota County Drinking Water Protection Project for \$150,000 will be matched with County funds. This includes both private wells and public water supplies and will focus on townships that have testing data indicating elevated nitrates in drinking water. Cover crops will be the primary practice along with harvestable covers and restoring perennial vegetation in critical locations. An estimated 1,000 acres of cover crops, 200 acres of harvestable covers, and 10 acres of restored perennial vegetation will be established through this project.

Becker added that he appreciates the SWCD coordination with these applications. With all partners, Dakota County received just under one million in FY22 Clean Water Funds.

Metropolitan Conservation Districts Joint Power Board

There was no Metropolitan Conservation District Joint Powers Board report. The next meeting is scheduled for February 24, 2022.

Minnesota Association of Soil and Water Conservation Districts

There was no Minnesota Association of Soil and Water Conservation Districts report.

Cannon River Watershed Joint Powers Board

There was no Cannon River Watershed Joint Powers Board (CRWJPB). The next meeting is January 19, 2022.

Vermillion River Watershed Joint Powers Organization

There was no Vermillion River Watershed Joint Powers Organization report.

District Managers Report

Watson stated that there have been security updates with the iPads and if you are experiencing any problems, please contact Dave Holmen for assistance.

Watson stated that Gabe Okins will be leaving the SWCD on January 14, 2022 to take another job. He began working at the SWCD in March of 2020. Watson thanked him for his time and wished him well, his ability to work with landowners will be missed. Gabe thanked the Board and Watson for the opportunity to work at the SWCD.

Board of Supervisors Reports

There were no reports or update provided.

Upcoming Events

The upcoming events were reviewed.

17. Closed Executive Session

Conduct Annual Performance Review of District Manager

22.009 Motion by Dee, second by Johnson to enter closed session. All members voting yes. Motion carried.

22.010 Motion by Dee, second by Johnson to approve annual performance review of District Manager, as recommend by the Personnel Committee. All members voting yes. Motion carried.

22.011 Motion by Johnson, second by Skog to return to open session. All members voting yes. Motion carried.

18. Adjourn

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

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Chelsea Skog

Secretary

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Consent Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 2/10/2022

Prepared by: Lana Rotty

PURPOSE/ACTION REQUESTED:

Authorization to enter into engagement letter with Peterson Company Ltd. for conducting 2021 financial audit.

SUMMARY:

Under Minnesota Statute 103C.325, Soil and Water Conservation Districts are statutorily required to allow the state auditor to annually audit the books of the District and its supervisors or, at the request of the District Board, the state auditor may contract for an annual audit by a certified public accountant.

The District is to be audited at least once every three years or whenever the total revenue since last audit reaches \$500,000. Due to our operating budget being over \$500,000, we are required to have a fiscal year ending December 31, 2021 financial audit completed.

The audit must be conducted by an independent certified public accountant and then submitted first to the Office of the State Auditor in draft form, and once approved, sent to BWSR. The audit will be full scope in nature, resulting in audited financial statements, the auditor's opinion on the financial statements, and reports on internal control and compliance.

Peterson Company, Ltd. has submitted a cost estimate not to exceed \$4,000 to perform the audit for fiscal year ending December 31, 2021. Last year's audit charge was \$3,650. Staff is recommending Peterson Company Ltd complete the financial audit based on cost and their understanding of Soil and Water Conservation District operations.

EXPLANATION OF FISCAL/FTE IMPACT:

The cost to conduct the financial audit is included in the adopted 2022 budget.

Supporting Documents:

Engagement Letter from Peterson Company Ltd.

Previous Board Action:

None

January 11, 2022

To the Board of Supervisors and District Manager
Dakota County Soil and Water Conservation District
4100 220th St W, Ste 102
Farmington, MN 55024

Enclosed is the audit engagement letter for the fiscal year ending December 31, 2021. The audit will be performed in accordance with all applicable audit standards.

We anticipate that half a day of fieldwork will be required at your office unless the audit is done remotely due to COVID. During this time and during completion of the audit, we will be happy to answer your questions and assist with policies and procedures at no additional cost. The year-end audit fee will be \$4,000. The increase in fees is due to continued growth in grant tracking and cost of living increases.

Please sign and return the engagement letter in the envelope provided. We look forward to working with you!

Sincerely,

Michael Peterson

Michael Peterson, CPA
Peterson Company Ltd

January 11, 2022

Dakota County Soil and Water Conservation District
4100 220th St W, Ste 102
Farmington, MN 55024

CLIENT COPY

Dear Board of Supervisors and District Manager:

The following represents our understanding of the services we will provide for Dakota County Soil and Water Conservation District.

You have requested that we audit the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Dakota County Soil and Water Conservation District, as of December 31, 2021, and for the year then ended and the related notes, which collectively comprise Dakota County Soil and Water Conservation District's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that the management's discussion and analysis (MD&A), budgetary comparison information, and PERA schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of Contributions
- 4) Schedule of Proportionate Share of Net Pension Liability

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and Government Auditing Standards. As part of our audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material

misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Dakota County Soil and Water Conservation District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Dakota County Soil and Water Conservation District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a) For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America
- b) For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements, and
- c) To provide us with:
 - I. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - II. Additional information that we may request from management for the purpose of the audit;
 - III. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d) For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- e) For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f) For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g) For acceptance of nonattest services, including identifying the proper part to oversee nonattest work;
- h) For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i) For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j) For the accuracy and completeness of all information provided.

With regard to the required supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the required supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding required supplementary information; (c) to include our report on the required supplementary information in any document that contains the required supplementary information and that indicates that we have reported on such required supplementary information; and (d) to present the required supplementary information with the audited basic financial statements, or if the required supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the required supplementary information no later than the date of issuance by you of the required supplementary information and our report thereon.

As part of our audit process, we will request from management, and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services, at the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by Dakota County Soil and Water Conservation District's management.
- Prepare the financial statements with the required footnote disclosures.
- Prepare PERA calculations and amortization schedules.
- Prepare the depreciation schedule, if needed.

We will not assume management responsibilities on behalf of Dakota County Soil and Water Conservation District. However, we will provide advice and recommendations to assist management of Dakota County Soil and Water Conservation District in performing its responsibilities.

Dakota County Soil and Water Conservation District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the financial statement preparation, PERA calculations, depreciation schedule, and journal entry proposals previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Reporting

We will issue a written report upon completion of our audit of Dakota County Soil and Water Conservation District's basic financial statements. Our report will be addressed to management and the governing body of Dakota County Soil and Water Conservation District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinion on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in the spring or summer and to issue our reports no later than October 31, 2022.

Michael Peterson is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Peterson Company Ltd's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services will be \$4,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices not paid within 30 days will accrue interest at 1.50%. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management and the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;

- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Peterson Company Ltd and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Board of Water and Soil Resources or the Minnesota State Auditor's Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Peterson Company Ltd's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Board of Water and Soil Resources or to the Minnesota State Auditor's Office. The Board of Water and Soil Resources or the Minnesota State Auditor's Office may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,

Peterson Company Ltd

Peterson Company Ltd
 570 Cherry Drive
 Waconia, MN 55387

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Dakota County Soil and Water Conservation District by:

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 2/10/2022
Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$17,894.24 to Leonard Brochman for the installation of a grassed waterway and four water and sediment control basins.

SUMMARY:

Leonard Brochman has completed the installation of a grassed waterway and four water and sediment control basins in Greenvale Township within the Mud Creek and Dutch Creek watersheds of the Cannon River.

The project was approved for funding at the October 14, 2021 Board meeting at 75% cost share not to exceed \$27,075 and based on a cost estimate of \$36,100.

Project installation has been certified by SWCD staff. Final eligible project expenses were \$23,858.98. Based on the approved cost share percentage of 75% of eligible expenses, staff is recommending final payment to Leonard Brochman in the amount of \$17,894.24.

EXPLANATION OF FISCAL/FTE IMPACT:

Project funds to install the project are available through our annual agreement with Dakota County and State Cost Share funds.

Supporting Documents:

21-IPP-32 Brochman, Leonard WASCBS and WW Factsheet

Previous Board Action:

Motion 21.094 on 10/14/21
Authorization to Execute Contract



LEONARD BROCHMAN

WATER AND SEDIMENT CONTROL BASINS & GRASSED WATERWAY



PRACTICES:

- Water & Sediment Control Basins (4)
- Grassed Waterway

BENEFITS:

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

PARTNERS:

- Dakota County
- Minnesota Board of Water and Soil Resources

WATERSHED:

- Cannon River

RECEIVING WATERS:

- Mud Creek and Dutch Creek

INSTALLATION:

- Fall 2021

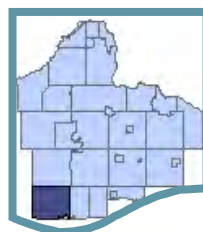
PROJECT: Concentrated flow of surface water runoff was creating gully erosion in the field. Four water and sediment control basins and one grassed waterway were constructed to provide stabilization and reduce future erosion.

| | | |
|-----------------|----------------------------|-----------------|
| FUNDING: | Total Project Cost: | \$23,859 |
| | Cost Share Amount: | \$17,894 |
| | Landowner Amount | \$5,965 |



LOCATION:

Greenvale
Township



LEONARD BROCHMAN

WATER AND SEDIMENT CONTROL BASINS AND GRASSED WATERWAY



A gully had formed at the proposed site of the grassed waterway



Gully erosion was occurring in the field. Water and sediment control basins were planned for 4 locations.



An underground outlet and embankment were constructed to retain surface water runoff at the site of each basin.



Topsoil was re-spread after the embankment and basin construction.



After grading using a bulldozer, the waterway was prepared for seeding.



Straw mulch was used to reduce erosion until vegetation establishes in the spring.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

Meeting Date: 2/10/2022
Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Authorize final payment of \$25,000 to the City of Burnsville for shoreline restoration on Crystal Lake.

SUMMARY:

The City of Burnsville has completed a restoration of 985 linear feet of shoreline on Crystal Lake. This included the installation of coconut fiber logs and native plantings to stabilize the shoreline from wave action and reduce erosion potential. The City of Burnsville owns this section of shoreline which includes public access in the northwest corner of the lake and a fishing pier on the east end of the project site.

The project was approved for funding at the May 13, 2021 Board meeting at 75% cost share not to exceed \$25,000 and based on a cost estimate of \$56,900.

Project installation has been certified by SWCD staff. Final eligible project expenses were \$39,330. Based on the approved cost share percentage of 75% of eligible expenses, staff is recommending final payment to the City of Burnsville in the amount of \$25,000.

EXPLANATION OF FISCAL/FTE IMPACT:

Project funds to install the project are available through our agreement with Dakota County.

Supporting Documents:

21-CIF-01 North Crystal Lake Shoreline Restoration Factsheet

Previous Board Action:

Motion 21.035 on 5/13/21
Authorization to Execute Contract



CITY OF BURNSVILLE

NORTH CRYSTAL LAKE

SHORELINE RESTORATION



PRACTICE:

- Shoreline Restoration

BENEFITS:

- 10.8 tons of sediment per year prevented entering the lake
- 9.2 lbs. of phosphorous per year prevented from entering the lake

PARTNERS:

- Dakota County
- City of Burnsville

WATERSHED:

- Minnesota River

RECEIVING WATERS:

- Crystal Lake

INSTALLATION:

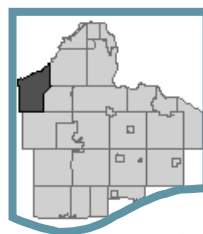
- Fall 2021

PROJECT: This section of lake sees high wave action from boat traffic which had eroded the shoreline. The project included installation of 985 feet of natural coconut fiber biologs along the north shoreline of Crystal Lake. The project also included native live stakes and plug plantings to provide long term vegetative stabilization and shoreline resiliency. In areas where there is high foot traffic from shore fishing, double or triple coir logs were used.

| | | |
|-----------------|---------------------------|-----------------|
| FUNDING: | Project Cost: | \$39,330 |
| | Cost Share Amount: | \$25,000 |
| | Landowner Amount | \$14,330 |



LOCATION:
Crystal Lake Rd. E,
Burnsville



CITY OF BURNSVILLE

NORTH CRYSTAL LAKE SHORELINE RESTORATION

DAKOTA COUNTY



SOIL & WATER
CONSERVATION DISTRICT



Before the project, heavy foot traffic had smothered vegetation, resulting in erosion and undercut banks.



SWCD staff surveyed the project and identified different shoreline stabilization options.



Coir logs were installed along the toe of the slope and the logs were secured with stakes and rope.



Double stacked coir logs were used in areas with higher banks or where there was heavier foot traffic.



Native plant plugs were installed to revegetate and stabilize soils along the shoreline.



The completed project will reduce future erosion and reduce the amount of sediment that reaches Crystal Lake.

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Voice Vote

Meeting Date: 2/10/2022
Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Adopt resolution accepting certain Wetland Conservation Act authorities from the City of Hampton

SUMMARY:

The City of Hampton passed a resolution at their January 11, 2022 meeting to delegate its decision and administrative authority to the SWCD for the following WCA purposes:

- Official Listing as WCA Contact
- Wetland Boundary and Type Decisions
- No Loss Decisions
- Exemption Decisions
- Providing State Required Annual Reports

With adoption of this resolution, the SWCD would perform these delegated authorities within the City of Hampton.

EXPLANATION OF FISCAL/FTE IMPACT:

It is anticipated that approximately 10 staff hours per year will be required under this delegation agreement. Staff costs to administer the program will be derived from a BWSR Natural Resource Block grant that Dakota County receives and transfers to the SWCD annually and from application fees established annually by the SWCD Board.

Supporting Documents:

Draft SWCD resolution accepting delegated WCA authorities
City of Hampton resolution delegating WCA authorities to the SWCD

Previous Board Action:

N/A

**A RESOLUTION REGARDING ADMINISTRATION
OF THE MINNESOTA WETLAND CONSERVATION ACT OF 1991**

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement this law by adopting the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, the BWSR requests notification of an LGU's decision adopting or excepting administrative responsibility for another LGU in accordance with Minn. Rule 8420 which requires each local government unit of the State to acknowledge in writing to the BWSR that it is assuming its responsibilities under the Wetland Conservation Act; and

WHEREAS, the LGU is responsible for following the WCA rules as stated in 8420.0200, Determining Local Government Unit; Duties.

NOW, THEREFORE, BE IT RESOLVED THAT THE Dakota County Soil and Water Conservation District as delegated by the City of Hampton hereby accepts administrative responsibility as the LGU for the WCA within the legal boundaries of the City of Hampton as of February 11, 2022 within the guidelines as set forth by WCA rules.

ADOPTED: February 10, 2022

SIGNATURE: _____
CHAIR, SWCD BOARD

ATTESTED: February 10, 2022

BY: _____

CITY OF HAMPTON
DAKOTA COUNTY, MINNESOTA

RESOLUTION

Number: **2022-02**

Motion By: Verch

Second By: Flodeen

RESOLUTION REGARDING THE ADMINISTRATION OF THE WETLAND ACT OF 1991

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local governmental units (LGUs) to implement this law by adopting the rules and regulations promulgated by the Minnesota Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, the BWSR has defined metropolitan area cities and townships as LGUs under the WCA; and

WHEREAS, the City of Hampton acknowledged and accepted administrative responsibility for the WCA within its borders on December 14, 1993; and

WHEREAS, the LGU is responsible for following the WCA rules as stated in 8420.0200, Determining Local Government Unit Duties; and

WHEREAS, Minnesota Statutes, § 103G.005 permits an LGU to delegate some or all of its WCA authority to a qualified entity; and

WHEREAS, the Dakota County Soil and Water Conservation District has qualified personnel trained in application of the WCA and has indicated a willingness to accept delegation of certain WCA administrative responsibilities;

THEREFORE BE IT RESOLVED, that the City of Hampton hereby acknowledges and delegates its decision and administrative authority to the Dakota County Soil and Water Conservation District and their technical staff for the following purposes:

- Official Listing as LGU Contact
- Wetland Boundary and Type Decisions
- No Loss Decisions
- Exemption Decisions
- Providing State Required Annual WCA Reports

Adopted this 11th day of January, 2022, by the City Council of the City of Hampton.

CITY OF HAMPTON

By: _____

John Knetter, Mayor

Attest:

Judy O'Brien, City Clerk

SWCD Board Date Accepted and Approved: _____

SWCD Board Signature: _____

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Voice Vote

Meeting Date: 2/10/2022
Prepared by: Brian Watson

PURPOSE/ACTION REQUESTED:

Authorization to delegate multiple-year contract payments to the District Manager after the first-year payment provided there are no changes to the contract or practice installed.

SUMMARY:

Incentive payments for cover crops and harvestable covers are now made annually after certification of practice installation and approval by the Board. For multiple-year contract payments, and under the current and proposed cost share policy, this process could occur for up to five years.

Staff is recommending that after the Board approves the first year incentive payment, future payments are delegated to the District Manager. This would reduce administrative time with developing subsequent Board action requests and bringing the same project to the Board multiple times after the initial year. This delegation would still require that practice installations are certified by staff prior to the annual incentive payment.

Over the last couple of years we have expanded the number of contracts that involve multi-year incentive payments through our cover crop program and we anticipate this trend to continue. If any changes to the practice installed or requests are made to modify the contract, incentive payments would be brought back to the Board for discussion and action.

Policy under the Minnesota Board of Water and Soil Resources (BWSR) Grants Administration Manual allows for delegation of signature authority to approve actions, expenditures and sign documents as long as the delegation of this authority is supported by a documented local board action, such as a motion, resolution, or adoption of a policy or on a contract-by-contract basis.

EXPLANATION OF FISCAL/FTE IMPACT:

None

Supporting Documents:
None

Previous Board Action:
None

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Consent Agenda

Request for Board Action

Voice Vote

Meeting Date: 2/10/2022
 Prepared by: Curt Coudron

PURPOSE/ACTION REQUESTED:

Adopt 2022 Cost Share Policies.

SUMMARY:

Cost share policies are updated and adopted annually to address administrative needs and program goals. Current cost-share programs offered through the SWCD are recommended to remain. There are five cost share programs currently available to residents and landowners of Dakota County:

- Citizen Conservation Stewards (CCS)
- Conservation Initiative Funding (CIF)
- Community Conservation Partnership (CCP)
- Landscaping for Clean Water (LCW)
- Incentive Payment Practices (IPP)

Several changes are proposed from last year's policy. Highlights of the proposed changes include:

- Updating of staff credentials
- For multi-year cover crop or harvestable cover projects that have been approved by the District Board after the first year of installation, allowing the District Manager to approve payments for following years (pending delegation under a separate Board action)
- Providing the option to designate "Priority Locations" for all cost share programs. Previously, "Priority Locations" were only included in the IPP program.
- Recording some conservation practices with the property title based on the amount of cost share funding received
- Standardizing compliance inspections for projects under contract
- Ability to require use of wildlife-friendly erosion control products when appropriate
- Updating in-kind rates for materials, labor, and equipment provided by the applicant
- Increasing the cost share percentage from 75% to 85% for most projects and increasing combined cost share percentage from 85% to 95% for projects involving EQIP
- Updating application deadlines, completion deadlines, and project criteria for the Landscaping for Clean Water Program
- Adjusting Harvestable Cover policy to maintain eligibility for use of state funding.
- Clarifying field criteria for cover crops and harvestable covers

EXPLANATION OF FISCAL/FTE IMPACT:

None at this time.

Supporting Documents:

DRAFT 2022 Dakota Soil and Water Conservation District Cost Share Policy
 DRAFT 2022 Cost Share Forms
 DRAFT 2022 Cost Share Program Factsheets

Previous Board Action:

None

Dakota County Soil and Water Conservation District

202~~2~~¹ Cost Share Policies

Staff Credentials

The Dakota County Soil and Water Conservation District (District) will ensure staff has the necessary skills and training to install and maintain projects according to standards and specifications. Building credentials and maintaining or seeking certifications to retain knowledgeable staff is a high priority of the District. Budget allocations for training purposes have been approved for the calendar year and staff time will be dedicated to building skill sets to the extent practical.

Technical expertise of the District includes:

- 1 Certified Professional in Erosion and Sediment Control
- 1 Certified Professional in Storm Water Quality
- ~~2~~¹ Certified Wetland ~~Delineator~~ Professionals
- 1 Certified Tree Inspector
- 1 Certified Geographic Information Systems Professional
- 5 Staff with USDA – Natural Resources Conservation Service Job Approval Authority under Ecological and Engineering Sciences

When professional engineering is required or specific conservation practices require expertise above current technical capacity, the District will utilize professional engineers or staff from consultants, Dakota County, municipalities, Minnesota Board of Water and Soil Resources or the USDA - Natural Resources Conservation Service.

Delegation

- Under Board action 14.035, the District Board delegated authorization to assign Job Approval Authority for staff under both engineering practices and ecological sciences to the District Manager.
- Under Board action 14.037, the District Board delegated signing of all State grant contracts or reports to the District Manager. Applicant contracts for the installation of conservation practices and supporting project documents such as cost share vouchers will be signed by the District Board of Supervisors and applicant.
- Under Board Action 20.025, the District Board delegated authority to the District Manager to amend cost share contract installation dates if the amendment is not limited by the terms of available funding sources. All other contract amendments must be made by the District Board.
- Under Board Action 20.049, the District Board delegated signature authority on landowner contracts and contract documents to Chair, Vice Chair or Treasurer.
- ~~Existing staff with technical background and knowledge of conservation practices will conduct and sign follow-up compliance inspections for projects currently under contract. For non-compliant projects that require modifications or if additional expertise is needed to determine compliance, the District will utilize appropriate technical expertise.~~
- Under Board Action 22.xxx, the District Board delegated multiple-year contract payments to the District Manager after the first-year payment provided there are no changes to the contract or practice installed.

Noncompliance

- Cost share contract noncompliance will be reviewed by the District Board in consultation with the Dakota County Attorney's Office. The District Board will attempt to address noncompliance issue with the current landowner on a voluntary basis. Unresolved issues that the District Board is not able to address will be forwarded to the Dakota County Attorney's Office for possible legal action as identified in Article 7 of the Joint Powers Agreement between Dakota County and the District Board and Minn. Stat. 103C.321, Subd. 4.

General Policies Applied to all Funding Programs.

- All funding program contracts and requests for payment for projects under contract require the approval of the ~~Dakota County Soil and Water Conservation District (District) Board of Supervisors (Board)~~.
- All funding programs are subject to fund availability and may be discontinued or subject to program policy revisions by the District Board as it deems appropriate.
- The number of contracts approved may be limited by the amount of funding and staff time available. The District Board reserves the right to limit funding at their discretion.
- Other than USDA Programs, the District does not provide technical or administrative assistance to other organizations that implement their own financial incentive programs unless specifically identified in a work plan or contractual agreement.
- At its sole discretion, the Board may consider compliance to the terms of a previous or existing District or USDA Cost Share Contract as a prerequisite to entering into a subsequent Cost Share Contract with an applicant.
- It is ~~a~~ District's goal to fund voluntary conservation projects. Projects that are completed to meet regulatory requirements are not eligible for funding. However, portions of a project may be eligible for funding if that portion is voluntary and exceeds regulatory requirements. Verification that the project is voluntary may be required from the applicant or applicable regulatory agency.
- The applicant is responsible for the operation and maintenance of structural practices applied under this program to ensure the conservation objective of the practice is achieved for a minimum of 10 years. For non-structural practices (e.g. cover crops), the applicant is responsible for the operations and maintenance for the term specified in their contract.
- It is the District's goal to support and leverage federal USDA program funding, or local funding sources, through District technical assistance and funding.
- If USDA project funds or technical assistance are being used on a joint project, the applicant must sign a Freedom of Information Act release form that allows the District access to applicable information within the applicant's project case file in order to be eligible for District funds.
- The District Board may establish "Priority Locations" through a separate Board action that are eligible for higher funding percentages or incentive payments.
- If the practice has failed prior to the 10-year term due to improper maintenance, the applicant will be responsible for the necessary repairs. If the landowner decides not to repair the practice to the original specifications, they shall be obligated to reimburse funding in accordance with the approved cost share contract.

- Repair and maintenance activities for serviceable engineered practices that have exceeded their designed lifespan are eligible for cost share funding if the activity will provide water quality or erosion control benefits. An example of an eligible activity is sediment removal from a water and sediment control basin to restore the original capacity of the basin. Funding for repair and maintenance activities may be limited to available funding sources that allow for these types of activities.
- If the title to the land where the practice is installed is transferred to another party before the expiration of the life of cost share contract, it shall be the responsibility of the landowner who signed the contract to advise the new owner that the contract is in force.
- Projects that involve \$100,000 or more of cost share funding from the SWCD will require recording of the conservation practice with the property title. Projects that involve more than \$50,000 but less than \$100,000 of cost share funding will be evaluated on a case-by-case basis and may require recording of the conservation practice with the property title.
- Project inspections will be conducted to meet minimum State requirements, with additional inspections for projects of emphasis. Current inspection schedule includes:
 - Compliance inspections at years 1, 3, 6, and 9 for typical projects under a 10-year contract.
 - ~~Annual compliance inspections for projects that had an installation cost of over \$20,000.~~
 - Annual compliance inspections for non-structural land management practices. Land management practices include practices that must be re-established annually (e.g. cover crops and some harvestable covers).
 - ~~Follow up visits for Landscaping for Clean Water projects at 1 year and 5 years after installation.~~
- Existing staff with technical background and knowledge of conservation practices will conduct and sign follow-up compliance inspections for projects currently under contract. For non-compliant projects that require modifications or if additional expertise is needed to determine compliance, the District will utilize appropriate technical expertise.
- For projects using state funds, additional specific requirements may apply, including but not limited to Minnesota prevailing wage, BWSR Native Vegetation Establishment and Enhancement Guidelines, and project signage requirements.

Project Development

- The landowner and applicant shall allow District staff access to property for which the installed conservation practice is located during the life of the contract. The installed practice will be subject to periodic inspections by District staff.
- District Technical Standards include, but are not limited to, the most current: USDA Field Office Technical Guide, MPCA Stormwater Manual, MPCA Protecting Water Quality in Urban Areas, NPDES General Stormwater Permit for Construction Activity, Minnesota Urban Small Sites BMP Manual, Dakota County Low Impact Development Standards, and applicable local, state and federal regulations.
- The District will consider funding tile installation only for the following purposes:
 - If it is necessary to establish vegetation for an approved practice.
 - If it is necessary to ensure project success for a minimum of ten years.
 - If it is a support practice or part of an approved practice. (i.e. water and sediment control basins or stormwater runoff controls).

- Funding will not be provided for tile installation if the activity will impact a wetland or for the sole purpose of drainage.
- Funding will not be provided to increase tile capacity or size beyond design capacity for the purpose of agricultural drainage. The applicant is solely responsible for costs associated with increased tile capacity. All modifications or connections must have prior approval to ensure that the changes do not negatively affect the success of the approved practice.
- At the discretion of SWCD, erosion control products with natural, wildlife-friendly netting will be required.
- Landowner/Applicant may be requested to obtain two quotes for the proposed conservation work prior to cost share contract approval by the District Board.
- Unless specified otherwise by Minnesota prevailing wage statutes, the value of in-kind labor, equipment, materials and/or services that are proposed to be provided by the applicant to complete the project, shall be estimated at:
 - General Labor rate of \$25 per hour. (Date, times and activity must be documented)
 - ~~Labor rate of \$50 per cubic yard for concrete work.~~
 - Medium equipment (self-powered equipment under 60 hp) usage, including operator labor at Heavy equipment operation such as skid steers, tractors, backhoes, and scrapers (including labor) at \$60 per hour. (Date, times and activity must be documented)
 - Large equipment (self-powered equipment 60 hp or larger) usage, including operator labor at \$100 per hour (Date, times and activity must be documented)
 - ~~Materials: \$8 per ton for gravel, \$5 per yard for sand.~~
 - Professional or semi-professional services, such as engineering, labor rate at \$75 per hour. (Date, times and activity must be documented)
 - Other items: Fair market value

Application/Contract

- Applicants are responsible to submit application forms, project plans and cost estimates as requested by the District in sufficient detail for the District to complete its review.
- For projects where construction will occur on adjacent properties or the project will impound water on adjacent properties not owned by the applicant, a group addendum must be signed by all affected landowners. A division of payment schedule, agreed to by all landowners, must be attached to the addendum.
- The application deadlines for individual programs may be extended at the District Board's discretion.
- Applications not approved may be resubmitted for review in following rounds within the calendar year.
- District Staff will prioritize applications based on local, state and federal priorities and the potential to provide water quality benefits.
- With the exception of the Landscaping for Clean Water Program, District staff shall provide a funding recommendation for each application submitted to the District Board. The district reserves the right to review projects by committee if deemed appropriate.
- The funding amount will not exceed the amount specified on the original cost share contract, unless the applicant, prior to completion of the project, obtains a District Board approved contract

amendment to increase funding amounts. Contract amendments shall not be awarded solely due to increased project costs and shall be evaluated by the board on a case by case basis.

- Upon approval by the District Board, the applicant will receive a letter with copy of executed cost share contract stating details of the practice that has been approved, the funding amount, and time schedule to start and complete the project, and a copy of the Operations and Maintenance Plan.

Project Implementation

- District staff shall participate in a preconstruction meeting. District staff shall be available to the applicant during construction to answer questions, document installations and provide general construction observation to inform the Applicant of non-compliant project components or conditions.
- Unless otherwise approved by the District Board, a portion of a project becomes ineligible for funding if construction begins on that portion before a cost share contract has been approved.
- The project must be completed in compliance with the terms and conditions of the Cost Share Program Contract and maintained in compliance with the Operation and Maintenance Plan. (See Contract and O&M Plan)
- The applicant is responsible for full installation of the project before the project installation deadline listed on the cost share contract. If a deadline extension is required to complete the project, the applicant must make the request prior to the project installation deadline.
- The entire practice shall be installed according to project design requirements, including seeding, mulching, erosion control blanket, or other erosion control devices. Any changes from the approved design requirements shall be agreed to in writing prior to practice certification.

Reimbursement

- The technician with the proper Job Approval Authority shall verify if the practice is complete and meets standards and specifications before final payment is issued.
- Unless the District Board approves joint payment to the applicant and contractor prior to reimbursement, The Landowner/Atthe applicant is responsible to pay, in full, all receipts and invoices directly to the contractor or vendor.
- The applicant must submit invoices or receipts of actual costs in sufficient detail for the District's review. Requests for reimbursement shall include a Voucher and Practice Certification Summary Form submitted at least two weeks prior to the first of the month to allow for District's review and processing.
- For projects that receive a flat rate payment (for example, cover crops or harvestable filter strips), 1099 tax information must be supplied before a final payment will be issued.
- A one-time cost share reimbursement payment will be made by the District Board upon certification that the project has been installed and completed to specifications.

Program-Specific Policies

- Citizen Conservation Stewards (CCS) (See CCS Fact Sheet)
 - CCS funds voluntary (non-agricultural) conservation projects on individual properties.

- CCS applications are reviewed on a first come, first served basis.
 - With the exception of projects in locations designated as “Priority Locations” by the District Board, CCS amounts are based on a District Board approved percentage range (up to 8575%) of the total estimated project costs.
 - The final CCS reimbursement amount is determined by applying the approved percentage to the actual documented project cost and shall not exceed \$5,000 or as limited by District Board action.
- Conservation Initiative Funding (CIF) (See CIF Fact Sheet)
- CIF funds voluntary (non-agricultural) conservation projects on commercial and/or properties with multiple owners represented by a single legal entity.
 - CIF applications are reviewed on a first come, first served basis.
 - With the exception of projects in locations designated as “Priority Locations” by the District Board, CIF amounts are based on a District Board approved percentage range (up to 8575%) of the total estimated project costs.
 - The final CIF reimbursement amount is determined by applying the approved percentage to the actual documented project cost and shall not exceed \$25,000 or as limited by District Board action.
- Community Conservation Partnership (CCP) (See CCP Fact Sheet)
- CCP funds voluntary (non-agricultural) conservation projects at existing public facilities or properties.
 - CCP applications for projects requesting cost share funds are due by March 15, May 15 or July 15 of each year.
 - With the exception of projects in locations designated as “Priority Locations” by the District Board, CCP amounts are based on a District Board approved percentage range (up to 8575%) of the total estimated project costs.
 - The final CCP reimbursement amount is determined by applying the approved percentage to the actual documented project cost and shall not exceed \$50,000 or as limited by District Board action.
 - For purposes of this program, public facilities can include, but are not limited to, buildings, property, recreational areas, and roadways, which are owned, leased, or otherwise operated, or funded, by a governmental body or public entity.
- Landscaping for Clean Water Grants (LCW) (See LCW Fact sheet)
- Eligible project types are limited to native gardens, raingardens and native shoreline stabilizations that demonstrate compliance with Landscaping for Clean Water technical recommendations.
 - Grant applicants must attend and complete a Landscaping for Clean Water design workshop and submit a grant application, project plan, location map and cost estimate for District staff approval prior to beginning the installation. (Grant is not retroactive)

- District staff will review applications, select grant recipients, verify completed projects and distribute grants in accordance to program policy.
- Applications requesting grant approval will be reviewed in three application rounds. Application must be received by a round’s start date and awarded grants automatically expire if the project is not completed by the end date of the round in which it was awarded:

| | | | |
|-----------------------|---|-----------|--|
| Round #1- Start Date: | April 20th 21st | End Date: | July 15 th 9 th |
| Round #2- Start Date: | June 1 st May 26th | End Date: | August 26 th 27 th |
| Round #3- Start Date: | July 13 th -15 th | End Date: | October 7 th 15 th |
- Expired grants and grants not awarded (if any) will be made available to subsequent application rounds or the remaining funds may be reallocated to other cost share programs per approved work plans with partnering organizations. The number of grants awarded shall be limited by the amount of funding available and amount of District staff time available to provide technical assistance. (Application window may be extended at District staff discretion)
- The Landscaping for Clean Water grant amount is limited to \$250.00 per approved application. Only one grant allowed per applicant or property per year. Applications not approved in a preceding round may be resubmitted for review in following rounds.
- For projects that are estimated to cost less than \$250.00, grant amounts may be adjusted so that grants do not exceed the actual project costs.
- Projects must be a minimum of 100 square feet in size.
- Projects up to 1,000 square feet in size must be planted using live plants with mulch. Projects 1,000 square feet or larger may be seeded.
- District Staff will prioritize grant awards based on watershed location, proximity to water resources and potential to provide water quality benefits.
- The Board shall determine the amount and source of District funding (if any) to be allocated each year.
- Partnering organizations may participate by contributing funds. The District will develop an agreement with work plan and provide an annual report listing projects and funds spent.
- Follow up visits will be performed for Landscaping for Clean Water projects at 1 year and 5 years after installation contingent on staff availability.

➤ Incentive Payment Practices (IPP) (See IPP Fact sheet)

- IPP applications for projects requesting cost share funds are due by March 15, May 15 or July 15, or September 15th of each year. Cover Crop, Harvestable Cover, and Native Prairie Restoration applications are accepted year-round.
- IPP amounts are based on a District Board approved percentage range (up to ~~85~~75%) of the total estimated project costs with the following exceptions:
 - Funding shall not exceed 50% of the documented project cost for the materials and activities required to seal unused wells in accordance with Minnesota Rules Chapter 4725 (Minnesota Department of Health). Total funding award including

all other state, federal, or local funding sources is limited to \$2,000 per sealed well. Well sealing costs may be eligible for low-interest AgBMP loans.

- For projects where the applicant submits an application for and is awarded USDA-EQIP funds, the combination of state, local, and federal funds shall not exceed ~~95%~~ 85% of the total documented project cost.
 - ~~Funding percentage may be higher for~~ Funding percentage may be higher for qualifying projects in locations designated as “Priority Locations” by the District Board. ~~cost share funding shall not exceed 90% of the total documented project cost~~
- Pre-Construction Cover is allowed when temporary cover is necessary for the future installation of structural conservation practices. Eligible acres are defined as the area needed to provide access to the location of the structural practice to be installed and the area to be impacted during installation, which includes the actual location of the practice as well as any surrounding areas that will have disturbance during construction. The temporary cover is to remain in place until construction begins. A flat rate payment of up to \$150 per acre is allowed as part of a contract for the installation of structural practice(s).
- Stormwater Runoff Control (Code 570) practices are not eligible for funding through the IPP program unless otherwise approved by District Board action.
- **Conventional Filter Strips:**
 - The applicant must enroll in the CCRP with the USDA - Farm Service Agency (FSA) and meet all of their site location and crop history requirements.
 - The District will provide up to \$300 per acre per year, in combination with the CCRP, for the establishment of new or existing filter strips.
 - The applicant must choose the maximum allowable CCRP contract length to be eligible for the IPP Filter Strip Program.
 - The applicant is responsible for the costs of seed, planting, and maintenance. CRP cost share may be available through the CRP program.
 - The Conventional Filter Strip Program provides the total contract payment in one lump sum when the filter strip seeding has been completed and certified. The filter strip must be established, operated, and maintained according to USDA-Natural Resources Conservation Service Field Office Technical Guide (NRCS-FOTG) Conservation Practice Standards. All certifications are made by District staff and all payments must be approved by the District Board.
 - Total filter strip payments are limited to \$15,000 per contract.
- **Harvestable Filter Strips:**
 - The Harvestable Filter Strip Program eligibility requirements are the same as the current FSA Continuous Conservation Reserve Program (CCRP) site location and crop history standards. District staff completes all eligibility determinations.
 - The minimum filter strip width eligible for payment is 30-feet. The maximum filter strip width eligible for payment is 120-feet.
 - Landowners enrolled in the District’s Conventional Filter Strip Program or the Dakota County Farmland and Natural Areas Program are not eligible for the Harvestable Filter Strip Program.

- The District will provide up to \$150 per acre per year.
 - The Harvestable Filter Strip Program provides the total contract payment in one lump sum when the filter strip seeding has been completed and certified. All certifications are made by District staff and all payments must be approved by the District Board.
 - Total filter strip payments are limited to \$7,500 per contract.
 - The filter strip must be established, operated, and maintained according to NRCS FOTG standards. The applicant is responsible for the costs of seed, planting, and maintenance.
 - Harvesting within the filter strip is allowed only after August 1 of each year to avoid the primary nesting season unless an earlier harvest date is approved by District staff.
 - The minimum remaining vegetation height after harvest is 6-inches for cool season grasses and legumes, and 10-inches for native warm season grasses and forbs.
- **Cover Crops:**
- Cover Crops must meet NRCS Practice Standard 340 (Cover Crop) to be eligible for incentive payments. In addition, cover crops must be planted no later than October 15th.
 - Applications will be competitively ranked to prioritize project funding.
 - The District will provide up to \$25 per acre per year for cover crops under a single year contract.
 - The District will provide up to \$35 per acre per year for cover crops under a multiple-year contract. To be eligible for a multiple-year contract, cover crops must be planted on the same number of acres and on the same fields for consecutive years.
 - ~~Cover crop payments are approved by the District board.~~ Payment for the first year will be made after certification of the installation and District Board approval. For multiple-year contracts, payments for additional years will be made annually after cover crop seeding has been completed for that year and has been certified by District staff.
 - Total cover crop payments under a single year contract are limited to \$2,500 per contract.
 - Total cover crop payments under a multiple year contract are limited to 100 acres or \$10,500 per contract.
 - A single contiguous field is eligible for a maximum of 3 years of incentive payments.
 - Fields that have received or are currently receiving cover crop funding through other cost share programs are not eligible for funding through the IPP program.
- **Harvestable Covers:**
- Harvestable covers are vegetative cover on cropland for protection from erosion and reduction of nutrient losses to groundwater. Harvestable covers are intended

to provide soil and groundwater protection throughout as much of the year as possible.

- Harvestable covers must be a new operational practice or implemented in a new location.
- Examples of harvestable covers include but are not limited to: winter camelina, intermediate wheat grass, winter wheat, or other crop that has overwinter cover. Dual crops during the same growing season (such as peas/soybeans in the same year) do not qualify as a harvestable cover.
- Harvestable covers must be seeded by October 15th and have fall establishment with overwinter cover.
- Soil disturbance can only be done after April 1st following overwinter cover.
- Harvesting of the above-ground portion of the crop can be done according to an approved Operations and Maintenance Plan.
- Harvestable covers must provide a water quality benefit based on a commonly accepted water quality model or pollution reduction estimator to be eligible for funding.
- ~~Projects that use non-local funding must meet Requirements follow an established USDA/NRCS practice standards with the following exceptions:~~
 - ~~Cover can be harvested.~~
 - ~~Harvestable covers must be planted by October 15th.~~
- Applications will be competitively ranked to prioritize project funding.
- The District will provide up to \$20 per acre per year for a winter annual harvestable cover under a single year contract.
- The District will provide up to \$25 per acre per year for a winter annual harvestable cover under a multiple-year contract. To be eligible for a multiple-year contract, cover crops must be planted on the same number of acres and on the same fields for consecutive years.
- The District will provide up to \$25 per acre per year for perennial harvestable cover under a multiple-year contract. Perennial cover crops must have year-round coverage with minimal soil disturbance throughout the contract life.
- If nutrient application is planned during the contract period, soil testing information and fertilizer application schedule may be required prior to board approval.
- An Operations and Maintenance plan will be developed and must be followed for all harvestable covers.
- Harvestable cover payments are approved by the District board. Payment for the first year will be made after certification of the installation and District Board approval. For multiple-year contracts, payments for additional years will be made annually when seeding has been completed for that year and has been certified by District staff.
- Total harvestable cover payments under a single year contract are limited to \$2,000 per contract

- Total harvestable cover payments under a multiple year contract are limited to 100 acres or \$12,500 per contract.
- A single contiguous field is eligible for a maximum of 5 years of incentive payments.
- **Native Prairie Restoration**
 - Native Prairie Restoration (NPR) funds the establishment or enhancement of native vegetation.
 - Projects must be 1/2 acre in size or greater to qualify for the NPR incentive payments.
 - Native Prairie Restoration projects must meet NRCS Practice Standard 327 (Conservation Cover), 657 (Wetland Restoration), 643 (Restoration and Management of Rare and Declining Habitats), or 645 Upland Wildlife Habitat Management to be eligible for incentive payments.
 - Native Prairie Restoration applications requesting funds are accepted all year. Projects will be ranked and prioritized for funding on a monthly basis.
 - Funding shall not exceed 75% of the documented project costs and is limited to:
 - \$2,000 per acre for the establishment of native grasses, ~~and~~
 - \$1,000 per acre for the enhancement of existing native grass plantings through the addition of~~with~~ pollinator-friendly species such as forbs, sedges, and rushes.
 - Projects that establish native grasses and pollinator-friendly species are eligible for the combined limit of \$3,000 per acre.
 - Total Native Prairie Restoration payments are limited to \$15,000 per contract.
 - All requests for funding must submit a cost estimate at the time of application.
 - Enhancement of existing CRP plantings will require coordination with USDA to ensure compliance with existing CRP contract.



CITIZEN CONSERVATION STEWARDSHIP PROGRAM



APPLICATION TIMES:

- Applications are accepted all year

PROJECT EXAMPLES:

- Erosion and Slope Stabilization
- Gully, Wetland, Lake or Stream Restorations
- Sediment Basins
- Bioretention Practices
- Shoreline Stabilizations

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777

COST SHARE FUNDING FOR CONSERVATION PROJECTS!

Up to \$5,000 of cost share funding may be available to Dakota County property owners for qualifying (non-agricultural) water quality projects that preserve or restore natural resources.

The Citizen Conservation Stewardship (CCS) program supports smaller conservation practices on individual properties by providing technical and cost share assistance. Depending on project ranking and the availability of funding, cost share amounts up to \$5,000 may be approved to reimburse the applicant for up to 85% of the actual project cost.

PROJECTS WILL BE COMPETITIVELY RANKED BASED ON:

- Water Quality Improvement
- Benefits to Wetlands, Lakes and Streams
- Soil Erosion Control
- Wildlife Habitat Improvement
- Public Benefit / Public Outreach
- Innovative Applications
- Collaboration With Other Landowners or Organizations



CONSERVATION INITIATIVE FUNDING PROGRAM



COST SHARE FUNDING FOR CONSERVATION PROJECTS!

Up to \$25,000 of cost share funding may be available to install conservation practices that reduce stormwater runoff and improve water quality above the minimum measures required by the regulating agencies.

The Conservation Initiative Funding (CIF) program supports larger conservation practices on commercial or multiple properties by providing technical and cost share assistance. Depending on project ranking and the availability of funding, cost share amounts up to \$25,000 may be approved to reimburse the applicant up to 85% of the actual project cost.

PROJECTS WILL BE COMPETITIVELY RANKED BASED ON:

- Water Quality Improvement
- Benefits to Wetlands, Lakes and Streams
- Soil Erosion Control
- Wildlife Habitat Improvement
- Public Benefit / Public Outreach
- Innovative Applications
- Collaboration With Other Landowners or Organizations

APPLICATION TIMES:

- Applications are accepted all year

PROJECT EXAMPLES:

- New or Redevelopment with Low Impact Development Practices
- Stormwater Retrofit with Best Management Practices
- Erosion and Slope Stabilization
- Gully, Wetland, Lake or Stream Restorations
- Bioretention Practices
- Shoreline Stabilizations

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777

COMMUNITY CONSERVATION PARTNERSHIP



COST SHARE FUNDING FOR CONSERVATION PROJECTS!

Up to \$50,000 of cost share funding may be available to install bioretention and other stormwater Best Management Practices at public facilities in Dakota County to improve water quality above the minimum measures required by the regulating agencies.

The Community Conservation Partnership (CCP) supports public landowners to implement TMDL and local water management plans by providing technical assistance. Depending on project ranking and the availability of funding, cost share amounts up to \$50,000 may be approved to reimburse the applicant for up to 85% of the actual cost. The applicant's contribution can be based on in-kind value.

PROJECTS WILL BE COMPETITIVELY RANKED BASED ON:

- Subwatershed Pollutant Load Modeling to Quantify Water Quality Benefit
- Priority Sites Having Direct Discharge Without Treatment
- Values Comparison - Most Benefit for the Least Cost
- Priority Locations in Critical Watershed Areas
- Installation Timing
- Identified Project in a TMDL or Local Water Plan

APPLICATION TIMES:

- Applications must be submitted by March 15th, May 15th, or July 15th of each year

PROJECT EXAMPLES:

- Bioretention
- Infiltration
- Filtration
- Soil Amendments
- Rooftop Disconnect
- Reduced Impervious Surface Areas
- Porous Pavements
- Thermal Impact Prevention and Mitigation Practices
- Snowmelt Treatment
- Stormwater Recycling
- Best Management Practices

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777



LANDSCAPING FOR CLEAN WATER GRANT

LANDSCAPING FOR CLEAN WATER GRANT PROCESS

The Landscaping for Clean Water Grant program makes it easy for Dakota County residents to plan and install native gardens, raingardens, and native shoreline plantings.

Just follow the steps below!

LANDSCAPING FOR CLEAN WATER



Dakota County Soil and
Water Conservation District

- 1. LEARN** Attend an Introduction to Clean Water class for insight on Dakota County water resources, register for the Design Course to plan a garden project, and sign-up for the Garden Maintenance workshops for seasonal tips.
- 2. DESIGN** Through the online Design Course you will plan a garden for your own yard with Dakota SWCD assistance.
- 3. APPLY** Submit an application for consideration to receive a \$250 Landscaping for Clean Water grant.
- 4. INSTALL** Install your garden project per approved plan with onsite guidance from the Dakota SWCD's expert staff.
- 5. RECEIVE** You will be awarded a \$250 grant from Dakota County SWCD upon project completion.

| LANDSCAPING FOR CLEAN WATER GRANT DEADLINES | | |
|---|----------------|---------------------|
| | Application | Project Completion* |
| Round 1 | April 20, 2022 | July 15, 2022 |
| Round 2 | June 1, 2022 | August 26, 2022 |
| Round 3 | July 13, 2022 | October 7, 2022 |

* Grant automatically expires if the project is not completed by this date

Visit www.dakotaSWCD.org for additional information or scan the QR Code.



Raingarden



Native Garden



Native Shoreline
Planting

**15 YEARS OF CLEAN WATER
ACCOMPLISHMENTS!!**

Workshop Participants 5,136

Projects Completed 667



INCENTIVE PAYMENT PRACTICES PROGRAM



COST SHARE FUNDING FOR CONSERVATION PROJECTS!

The Incentive Payment Practices (IPP) program provides funding for the voluntary establishment of conservation projects. All projects must demonstrate a water quality improvement and comply with local, state, and federal regulations. SWCD staff will work with applicants on project planning and design, and to submit a final project application.

Applications are prioritized for funding based on their potential to provide water quality benefits. The number of applications approved may be limited by the amount of funding and staff time available.

PROJECT FUNDING EXAMPLES INCLUDE:

- Up to 85% cost share funding for installation of conservation projects.
- Up to \$300 per acre, per year for up to 15 years, for filter strips.
- Up to \$150 per acre, per year for up to 15 years, for harvestable filter strips.
- \$25 per acre (single year contract) or \$35 per acre per year (multi-year contract) for cover crops
- \$20 per acre (single year contract) or \$25 per acre per year (multi-year contract) for harvestable covers
- Up to \$3,000 per acre for native prairie restorations that include grasses and pollinator-friendly forbs.

APPLICATION TIMES:

- Applications will be ranked and scored periodically throughout the year.
- Cover Crop, Harvestable Cover, and Native Prairie Restoration applications are accepted year-round

PROJECT EXAMPLES:

- Grassed Waterways
- Water and Sediment Control Basins
- Critical Area Seeding
- Diversions
- Streambank Stabilization
- Filter Strips
- Harvestable Filter Strips
- Feedlot Improvements
- Cover Crops
- Harvestable Covers
- Perennial Crops
- Native Prairie Restorations

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777



COVER CROP INCENTIVES



SEEDING PLANS & TECHNICAL ASSISTANCE

Cover crops are used to accomplish many goals such as reducing compaction, fixing nitrogen, suppressing weeds, reducing erosion, or providing additional forage. Common cover crops in Dakota County are cereal rye, oats, tillage radish, clover and winter wheat. One or more cover crop species may be selected based on specific goals.

SWCD staff can help you create a cover crop seeding plan with your goals in mind. Staff can also provide technical assistance and information on planting methods, termination timing, and herbicide and pest control decisions.

INCENTIVE PAYMENT PROGRAM

Apply under the Incentive Payment Practices Program and you could be eligible to receive:

- \$25 per acre under a 1-year contract (max \$2,500 or 100 acres)
- \$35 per acre per year under a multi-year contract (max \$10,500 or 100 acres)

Applications are prioritized for funding based on their potential to provide surface water and groundwater benefits. The number of applications approved may be limited by the funding and staff time available. Please contact the SWCD for specific eligibility requirements and program details.

APPLICATION TIMES:

- Applications are accepted year-round

POTENTIAL BENEFITS:

- Reduced soil erosion
- Reduced soil compaction
- Enhanced ability of soil to infiltrate water
- Reduced weed growth
- Increased nutrients in the soil
- Increased numbers of desirable insects and micro-fauna
- Potential yield increases

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777



HARVESTABLE COVER INCENTIVES



WHAT ARE HARVESTABLE COVERS?

Harvestable covers are vegetative cover on cropland for protection from erosion and reduction of nutrient losses to groundwater. Harvestable covers are intended to provide soil and groundwater protection throughout as much of the year as possible. Harvestable covers allow for harvesting of a crop, which can provide income while protecting water resources. Examples of harvestable covers include winter camelina, intermediate wheat grass, winter wheat, or other crops that provide overwinter cover. One or more cover crop species may be selected based on specific goals.

INCENTIVE PAYMENT PROGRAM

Apply under the Incentive Payment Practices Program and you could be eligible to receive:

- \$20 per acre under a 1-year contract using a winter annual (max \$2,000 or 100 acres)
- \$25 per acre per year under a multi-year contract using a winter annual (max \$12,500 or 100 acres)
- \$25 per acre per year under a multi-year contract using a perennial (max \$12,500 or 100 acres)

Applications are prioritized for funding based on their potential to provide surface water and groundwater benefits. The number of applications approved may be limited by the funding and staff time available. Please contact the SWCD for specific eligibility requirements and program details.

APPLICATION TIMES:

- Applications are accepted year-round

POTENTIAL BENEFITS:

- Reduced soil erosion
- Groundwater protection
- Reduced soil compaction
- Enhanced ability of soil to infiltrate water
- Reduced weed growth
- Increased nutrients in the soil
- Increased numbers of desirable insects and micro-fauna
- Ability to generate income while protecting surface and groundwater

CONTACT:

- For more information, call the Dakota County Soil and Water Conservation District at (651) 480-7777

NATIVE PRAIRIE RESTORATION COST SHARE



FUNDING AVAILABLE FOR

NATIVE PRAIRIE ESTABLISHMENT AND ENHANCEMENT

Native plants provide multiple benefits to local water quality, soil health, and pollinator species. Cost-share funding is available for the installation of native vegetation in Dakota County that protects surface waters and groundwater, reduces erosion, or provides wildlife habitat. Project funds are also available for projects that enhance existing native vegetation to increase habitat quality for pollinators and wildlife. Native Prairie Restorations must be a minimum of 1/2 acre in size.

Funding is sponsored by Dakota County through the Environmental Legacy Fund.

PROJECT FUNDING:

- Apply under the Incentive Payment Practices Program and you could receive up to 85% cost share funding:
 - Up to \$1,000/acre for the enhancement of existing native grass plantings through the addition of pollinator-friendly species
 - Up to \$2,000/acre for the installation of native prairie grasses
 - Up to \$3,000/acre for the installation of new native prairie vegetation that includes grasses **and** pollinator-friendly forbs

All project applications are subject to available funding and SWCD Board approval. Funding is based on a percentage of the actual installation costs.

APPLICATION TIMES:

- Applications are accepted all year and will be reviewed and ranked on a monthly basis.

PROJECT PRIORITIES:

- Stabilizing erodible soils
- Filtering runoff to waterways or wetlands
- Protecting groundwater
- Improving wildlife habitat, particularly for pollinators


PROJECT EXAMPLES:

- Site preparation, seed, and planting of native vegetation
- Enhancement of existing native vegetation with pollinator species

For more information, call the
Dakota County Soil and Water
Conservation District at
(651) 480-7777

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

| | | | | |
|--|------------------|--|--|---|
| Organization:  | Contract Number: | Other state or non-State funds? <input type="checkbox"/> YES <input type="checkbox"/> No | Amendment <input type="checkbox"/> Board Meeting Date(s): | Canceled <input type="checkbox"/> Board Meeting Date(s): |
|--|------------------|--|--|---|

*If contract amended, attach amendment form(s) to this contract.

Applicant

| | | | |
|--------------------|---------|---------------------|--------------|
| Land Occupier Name | Address | City/State/Zip Code | Project Name |
|--------------------|---------|---------------------|--------------|

* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

| | | | | | | |
|-----------------|----------------|--------------|------------|-------------|-----|---------|
| Project Address | Township Name: | Township No: | Range No.: | Section No. | 1/4 | 1/4,1/4 |
|-----------------|----------------|--------------|------------|-------------|-----|---------|

Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

USDA_NRCS Field Office Technical Guide
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the Dakota County SWCD Board, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by, this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The invoices must include the name of the vendor; materials, labor or equipment used; the component unit costs and the dates the work was performed. The organization board has the authority to make adjustments to the costs submitted for reimbursement. Pre-Construction Cover is exempt from having the required invoices/receipts.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept cost-share funds, from state sources in excess of 85.0%, or state and federal sources that when combined are in excess of 100% of the total cost to establish the conservation practice. Pre-Construction Cover is exempt from the percent reimbursement rate limitations when utilizing the flat rate payment option.
5. To provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

| | |
|------|---|
| Date | Land Occupier |
| Date | Landowner, if different from applicant |
| | Address, if different from applicant information: |

Conservation Practice

The primary practice for which cost-share is requested is:

| | | |
|--|---------------------------|-----------------------------|
| Practice standards of eligible component(s): | Engineered Practice: #N/A | Total Project Cost Estimate |
| | Ecological Practice: #N/A | |

Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

| | |
|------|-------------------------------|
| Date | Technical Assistance Provider |
|------|-------------------------------|

Pre-Construction Cover

Is allowed when temporary cover is necessary for the future installation of structural conservation practices. A flat rate payment of up to \$150 per acre, not to exceed 10 acres, is allowed as part of a state cost-share contract for the installation of structural practice(s).

| Amount/Acre (NTE \$150/acre) | Number of Acres | Total Amount |
|------------------------------|-----------------|--------------|
| | | |

Amount Authorized for Financial Assistance


The Dakota County SWCD Board has authorized the following for financial assistance, total not to exceed XX % of the total cost to establish the conservation practice.

| Amount | Program Name | Fiscal Year |
|--------|--------------|-------------|
| | | |
| | | |
| | | |

| | | |
|---------------|----------------------|-------------------------|
| Board Meeting | Authorized Signature | Total Amount Authorized |
|---------------|----------------------|-------------------------|

FLAT RATE BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

| | | | | |
|--|------------------|--|--|---|
| Organization:  | Contract Number: | Other state or non-State funds? <input type="checkbox"/> YES <input type="checkbox"/> No | Amendment <input type="checkbox"/> Board Meeting Date(s): | Canceled <input type="checkbox"/> Board Meeting Date(s): |
|--|------------------|--|--|---|

*If contract amended, attach amendment form(s) to this contract.

Applicant

| | | | |
|--------------------|---------|---------------------|--------------|
| Land Occupier Name | Address | City/State/Zip Code | Project Name |
|--------------------|---------|---------------------|--------------|

* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

| | | | | | | |
|-----------------|----------------|--------------|------------|-------------|-----|---------|
| Project Address | Township Name: | Township No: | Range No.: | Section No. | 1/4 | 1/4,1/4 |
|-----------------|----------------|--------------|------------|-------------|-----|---------|

Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the Dakota County SWCD Board, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by , this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.
4. Not accept any other state or federal funds for this practice.

| | |
|------|---|
| Date | Land Occupier |
| Date | Landowner, if different from applicant |
| | Address, if different from applicant information: |

Conservation Practice

The primary practice for which cost-share is requested is:

| | | |
|--------------------------------------|---|-----------------------------|
| Eligible Component Standards & Names | Engineered Practice: <input type="checkbox"/> | Total Project Cost Estimate |
| | Ecological Practice: <input type="checkbox"/> | |

Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

| | |
|------|-------------------------------|
| Date | Technical Assistance Provider |
|------|-------------------------------|

Amount Authorized for Financial Assistance


The Dakota County SWCD has authorized the following for financial assistance, total not to exceed rate of:

| Amount | Program Name | Fiscal Year |
|--------|--------------|-------------|
| | | |
| | | |
| | | |

| | | |
|---------------|----------------------|-------------------------|
| Board Meeting | Authorized Signature | Total Amount Authorized |
|---------------|----------------------|-------------------------|

HARVESTABLE COVER CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

| | | | | |
|---|-----------------------------|---|--|---|
| Organization:  | Contract Number: | Other state or non-State funds? <input type="checkbox"/> YES <input type="checkbox"/> No | Amendment <input type="checkbox"/> Board Meeting Date(s): | Canceled <input type="checkbox"/> Board Meeting Date(s): |
|---|-----------------------------|---|--|---|

*If contract amended, attach amendment form(s) to this contract.

Applicant

| | | | |
|---------------------------|----------------|----------------------------|---------------------|
| Land Occupier Name | Address | City/State/Zip Code | Project Name |
|---------------------------|----------------|----------------------------|---------------------|

* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

| | | | | | | |
|------------------------|-----------------------|---------------------|-------------------|--------------------|------------|----------------|
| Project Address | Township Name: | Township No: | Range No.: | Section No. | 1/4 | 1/4,1/4 |
|------------------------|-----------------------|---------------------|-------------------|--------------------|------------|----------------|

Contract Information

I (we), the undersigned, do hereby request cost share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the technical assistance provider.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to Dakota County SWCD for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.

4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

USDA-NRCS Field Office Technical Guide (FOTG)

5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost-share payments.
6. This contract, when approved by the Dakota County SWCD Board, will remain in effect unless canceled or amended by mutual agreement, except where installations of practices covered by this contract have not been installed by , this contract will be automatically terminated on that date.
7. Reimbursement requests must be supported by a completed voucher.

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the technical assistance provider.

| | |
|------|---|
| Date | Land Occupier |
| Date | Landowner, if different from applicant |
| | Address, if different from applicant information: |

Conservation Practice

The primary practice for which cost-share is requested is:

| | | |
|--------------------------------------|---------------------------|-----------------------------|
| Eligible Component Standards & Names | Engineered Practice: #N/A | Total Project Cost Estimate |
| | Ecological Practice: #N/A | |

Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above-listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

| Amount/Acre | Number of Acres | Number of Years | Total Amount |
|-------------|-----------------|-----------------|--------------|
| | | | |

| | |
|------|-------------------------------|
| Date | Technical Assistance Provider |
|------|-------------------------------|

Amount Authorized for Financial Assistance

The Dakota County SWCD has authorized the following for financial assistance, total not to exceed rate of:

| Amount | Program Name | Fiscal Year |
|--------|--------------|-------------|
| | NA | |
| | | |
| | | |

| | | |
|---------------|----------------------|-------------------------|
| Board Meeting | Authorized Signature | Total Amount Authorized |
|---------------|----------------------|-------------------------|



CONSERVATION PROJECT ASSISTANCE CONTRACT GROUP PROJECT ADDENDUM

General Information

| | | | |
|--------------------|---------|-----------------|------|
| Group Spokesperson | Project | Contract Number | Date |
|--------------------|---------|-----------------|------|

Applicant Information and Signatures

We (the undersigned) are interested in developing and conserving our soil, water and related resources to meet the objectives of our group. In order to meet our group objectives, we request assistance to help us plan and apply proper land use and conservation treatment measures as agreed upon by our group.

We understand that this help is contingent upon staff assistance from the organization and in conformance with its policies and priorities.

We further understand that the below designated group spokesperson is authorized to sign the Conservation Practice Contract* and shall do the negotiating with the organization. Prior to the approval of this application the spokesperson shall prepare a division of payments schedule agreed to by the undersigned and attach the plan to this form.

| | | | |
|----------------------------|---------|-----------|------|
| Group Spokesperson (Print) | Address | Signature | Date |
|----------------------------|---------|-----------|------|

| | | | |
|----------------------|---------|-----------|------|
| Group Member (Print) | Address | Signature | Date |
|----------------------|---------|-----------|------|

| | | | |
|----------------------|---------|-----------|------|
| Group Member (Print) | Address | Signature | Date |
|----------------------|---------|-----------|------|

| | | | |
|----------------------|---------|-----------|------|
| Group Member (Print) | Address | Signature | Date |
|----------------------|---------|-----------|------|

Division of Payment Schedule:

*Attach this form to the Cost Share Contract



Dakota County Soil and Water Conservation District

VOUCHER AND PRACTICE CERTIFICATION SUMMARY

Cost Share Program Type ___ IPP ___ NPR ___ CCS ___ CIF ___ CCP

| | | | | | | | |
|----------------------------|--|--|-------------------------------|------------------------------|-----------------------|------------------------|------------------------------|
| A PAYEE INFORMATION | | | B PRACTICE INFORMATION | | | | |
| Name | | | Contract Number | | | | |
| Address | | | Practice Number | | | | |
| City, State, Zip Code | | | Tons of Soil Saved ton/yr | Sediment Reduction ton/yr | TP Reduction lb/yr | TKN Reduction lb/yr | Volume Reduction ac-ft/yr |

| C TYPE OF PAYMENT | | | | | |
|---|------|----------|------|------------|--------|
| <input type="checkbox"/> Partial <input type="checkbox"/> Final | | | | | |
| R/M/P | ITEM | QUANTITY | UNIT | UNIT PRICE | COST |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |

| | | | | | |
|--|---------------|---------------------|--|-------------------|--------|
| <i>(attach additional sheets as necessary)</i> | | | | TOTAL COST | \$0.00 |
| R/I: Receipt/Invoiced Item | M: Match Item | P: Per Acre Payment | | | |

I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

_____ **(Payee Signature)** _____ **(Date)**

| | | | | | |
|--------------------------------|----------------------|-------|-----------------------------------|----------------------|-------|
| D FUNDING DISTRIBUTION | | | | | |
| Other Funding Sources: | | | Dakota SWCD Funds: | | |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| TOTAL PAID BY OTHERS | <input type="text"/> | X.X% | TOTAL PAID BY SWCD | <input type="text"/> | X.X% |
| TOTAL PAID BY LANDOWNER | <input type="text"/> | X.X% | TOTAL OF DISTRIBUTED FUNDS | <input type="text"/> | X.X% |

| | | |
|--|---|---|
| E TECHNICAL CERTIFICATION I certify that an inspection has been performed and that the items identified in part c have been complete and are in accordance with the requested practice standards and specifications. | ADMINISTRATIVE CERTIFICATION I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the program identified. | CONSERVATION DISTRICT BOARD PAYMENT APPROVAL |
| DAKOTA SWCD TECH. REPRESENTATIVE Date | DAKOTA SWCD ADMIN. SIGN-OFF REP. Date | DAKOTA SWCD BOARD CHAIR Date |

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

Information Item

N/A

Meeting Date: 2/10/2022

Prepared by: Lindsey Albright

PURPOSE/ACTION REQUESTED:

Provide update on 2022 Landscaping for Clean Water (LCW) Program

SUMMARY:

The 2022 LCW classes will be held virtually again this year although we plan to evaluate things in the spring to see if hosting some in-person classes will be feasible. Beginning in early March, we will host three live Introduction classes and two live Maintenance classes via Zoom. Dates and watershed co-hosts for these classes are as follows:

| Topic | Day | Date | Start Time | Watershed Co-hosts |
|--------------|------------|-------------|-------------------|---------------------------|
| Introduction | Monday | 3/7/2022 | 6:00 pm | VRWJPO and NCRWMO |
| Introduction | Tuesday | 4/5/2022 | 6:00 pm | BDWMO and LMRWD |
| Introduction | Wednesday | 5/4/2022 | 6:00 pm | LMRWMO and E-IGHWMO |
| Maintenance | Thursday | 3/24/2022 | 5:00 pm | VRWJPO and BDWMO |
| Maintenance | Monday | 4/25/2022 | 5:00 pm | LMRWMO and E-IGHWMO |

As in 2021, city staff will be invited to participate in breakout sessions at the conclusion of each Introduction class to allow them to meet with residents and answer city-specific questions as they would at an in-person class.

The Design Course classes will be offered as a series of pre-recorded videos with project materials available to participants via the SWCD Google Drive. We will again provide predetermined "office hours" to provide virtual project consultations and one-on-one design recommendations as well as answer any project installation questions.

Registration for the Landscaping for Clean Water program will take place on-line through the SWCD website. This process proved to be a great tool for organizing participants and tracking. As in past years, there will be three rounds for submitting LCW grant applications - residents must attend an Introduction and Design Course before submitting a grant application. Grant awards will again be up to \$250 per project installed.

EXPLANATION OF FISCAL/FTE IMPACT:

The LCW program is funded through our annual agreements with watershed management organizations.

Supporting Documents:

None

Previous Board Action:

None