



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, December 9, 2021

9:00 a.m.

4100 220th Street W, Suite 102
Farmington, Minnesota

Board Members Present:

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

SWCD Staff Present:

Brian Watson
Lana Rotty
Curt Coudron

Others Present:

George Fischer, Dakota County

1. Call to Order and Roll Call

Chair Zanmiller called the meeting to order at 9:05 a.m.

2. Pledge of Allegiance

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

3. Audience

Chair Zanmiller asked if there was anyone in the audience that wished to address the Board on an item that is not on the agenda. Nobody came forward.

4. Approval of Agenda

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

CONSENT AGENDA

5. Approval of November 10, 2021 Meeting Minutes

The November 10, 2021 Meeting Minutes were presented.

6. Approval of December 9, 2021 Accounts Payable

The December 9, 2021 Accounts Payable were presented.

Supervisor Dee requested to move Acceptance of the November Finance Report to the Regular Agenda.

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

REGULAR AGENDA**7. Acceptance of November 2021 Financial Report**

Supervisor Dee stated that she compared the November 2020 and the November 2021 Financial Reports and noted a significant difference in the cash balance, outstanding accounts receivable, and decreasing fund balance. Dee then reviewed the November 2021 Finance Report.

21.115 Motion by Dee, second by Johnson to accept the November 2021 Financial Report. All members voting in favor. Motion carried.

8. Authorization to Provide Partial Payment to Peine Farms Under Three Contracts for Establishing Cover Crops (3-years)

Peine Farms Inc. (Jeff and Roger Peine) has completed the first year of their three-year contracts to establish cover crops on 361 acres in Douglas Township, Cannon River Watershed. The projects were approved for funding at the April 8, 2021 Board meeting with an incentive payment of \$35 per acre per year over three years (not to exceed 100 acres per field). A cover crop of winter cereal rye was seeded on each field to provide temporary cover, reduce erosion, retain nutrients, and protect soil health. Payments for additional years will be made annually when cover crop seeding has been completed, certified, and approved by the District Board.

21.116 Motion by Chamberlain, second by Johnson to approve partial payment to Peine Farms (21-IPP-05, 21-IPP-06, 21-IPP-07) for establishment of cover crops in Douglas Township, Cannon River Watershed on 361 acres for a total of \$9,625 from FY18 Trout Brook Watershed Initiative Grant. Members voting in favor: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.

9. Authorization to Provide Final Payment to DST LLP for Establishing Cover Crop (1-year)

DST LLP (Scott Weber) has established a cover crop on 63 acres in Douglas Township, Cannon River Watershed. The project was approved for funding at the May 13, 2021 Board meeting with an incentive payment of \$25 per acre. A cover crop of winter cereal rye was seeded to provide temporary cover, reduce erosion, retain nutrients, and protect soil health.

21.117 Motion by Dee, second by Johnson to approve final payment to DST LLP (Scott Weber) (21-IPP-31) for establishment of cover crops in Douglas Township, Cannon River Watershed on 63 acres for a total of \$1,575 from CY21 Agreement with Dakota County. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

10. Authorization to Provide Final Payment to Dave Stein for Establishing Cover Crop (1-year)

Dave Stein has established a cover crop on 40 acres in Douglas Township, Cannon River Watershed. The project was approved for funding at the August 12, 2021 Board meeting with an incentive payment of \$25 per acre. A cover crop of oats was seeded to provide temporary cover, reduce erosion, retain nutrients, and protect soil health. Coudron noted that this field was planted one month earlier and you can see that is very good for the growth of the cover crops.

21.118 Motion by Johnson, second by Chamberlain to approve final payment to Dave Stein (21-IPP-40) for establishment of cover crop in Douglas Township, Cannon River Watershed on 40 acres for a total of \$1,000 from CY21 Agreement with Dakota County and the North Cannon River Watershed Management Organization. Members voting in favor: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

11. Authorization to provide Final Payment to Molitor Brother LTD Partnership for Installation of Water and Sediment Control Basin

Molitor Brothers LTD Partnership has completed the installation of a water and sediment control basin in Douglas Township, Vermillion River Watershed. The project was approved for funding at the April 8, 2021 Board meeting at 75% cost share not to exceed \$4,350 and based on a cost estimate of \$5,800. Final eligible project expenses were \$4,822.88.

21.119 Motion by Johnson, second by Chamberlain to approve final payment to Molitor Brothers LTD Partnership (21-IPP-08) for installation of water and sediment control basin in Douglas Township, Vermillion River Watershed at \$3,617.16 from CY21 Agreement with Vermillion River Watershed Joint Powers Organization. Members voting in favor: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

12. Authorization to Provide Final Payment to Peter Schweich for Installation of Grassed Waterway and Critical Area Planting

Peter Schweich has completed the installation of a grassed waterway and critical area planting in Douglas Township, Vermillion River Watershed. The project was approved for funding at the May 13, 2021 Board meeting at 75% cost share not to exceed \$4,650 and based on a cost estimate of \$6,200. Final eligible project expenses of \$1,725 were significantly lower than original cost estimates. Coudron added that the costs were lower because they received a good quote from the contractor and the landowner did not request reimbursement for the seed.

21.120 Motion by Dee, second by Johnson to approve final payment to Peter Schweich (21-IPP-21) for installation of grassed waterway and critical area planting in Douglas Township, Vermillion River Watershed at \$1,293.75 from CY21 Agreement with Vermillion River Watershed Joint Powers Organization. Members voting in favor: Dee, Chamberlain, Zanmiller, Skog, Johnson. Motion carried.

13. Authorization to Provide Final Payment to Kent Otte for Grassed Waterway de Stabilization Structure

Kent Otte has completed the installation of a grassed waterway in Hampton Township, Vermillion River Watershed. The project was approved for funding at the October 14, 2021 Board meeting at 75% cost share not to exceed \$3,675 and based on a cost estimate of \$4,900. Final eligible project expenses were \$4,706.78.

21.121 Motion by Skog, second by Johnson to approve final payment to Kent Otte for installation of grassed waterway in Hampton Township, Vermillion River Watershed at \$3,530.09 from CY21 Agreement with Vermillion River Watershed Joint Power Organization. Members voting in favor: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.

14. Authorization to Provide Final Payment to Ambrey Gartner for Installing Native Prairie with Pollinator Habitat

Ambrey Gartner has completed the installation of a 0.8 acre native prairie with pollinator habitat in Marshan Township, Vermillion River Watershed. The project was approved for funding at the April 8, 2021 Board meeting at 75% cost share not to exceed \$2,400 and based on a cost estimate of \$5,500. Final project cost was \$2,765.44. Cost were lower than estimated, as the landowner completed most of the work as opposed to hiring a contractor.

21.122 Motion by Chamberlain, second by Skog to approve final payment to Ambrey Gartner (21-IPP-10) for installing 0.8 acre native prairie with pollinator habitat in Marshan Township, Vermillion River Watershed at \$2,074.08 from CY21 Agreement with Dakota County and Vermillion River Watershed Joint Powers Organization. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

15. Authorization to Provide Final Payment to John (Jack) Siebenaler for Installing Native Prairie with Pollinator Habitat

John (Jack) Siebenaler has completed the installation of a 0.9 acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed. The project was approved for funding at the May 13, 2021 Board meeting at 75% cost share not to exceed \$2,250 and based on a cost estimate of \$3,000. The contract was amended at the July 8, 2021 Board meeting to extend the completion date, increase the cost estimate to \$4,000, and increase not to exceed cost share to \$2,700 due to additional weed control and tillage needed when dry weather delayed seeding. Final project cost was \$1,175.25. Costs were

significantly lower than estimated in part because the landowner did not request reimbursement for all in-kind labor.

21.123 Motion by Johnson, second by Dee to approve final payment to John (Jack) Siebenaler (21-IPP-25) for installing 0.9 acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed at \$881.44 from CY21 Agreement with Dakota County and Vermillion River Watershed Joint Powers Organization. Members voting in favor: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

16. Authorization to Provide Final Payment to Brandy Wentzler for Installing Native Prairie with Pollinator Habitat

Brandy Wentzler has completed the installation of a 0.5 acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed. The project was approved for funding at the May 13, 2021 Board meeting at 75% cost share not to exceed \$1,275 and based on a cost estimate of \$1,700. The contract was amended at the July 8, 2021 Board meeting to extend the completion date, increase the cost estimate to \$2,200, and increase not to exceed cost share to \$1,500 due to additional weed control and tillage needed when dry weather delayed seeding. Final project cost was \$520.50. Costs were significantly lower than estimated in part because the landowner did not request reimbursement for all in-kind labor.

21.124 Motion by Johnson, second by Skog to approve final payment to Brandy Wentzler (21-IPP-26) for installing 0.5 acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed at \$390.38 from CY21 Agreement with Dakota County and Vermillion River Watershed Joint Powers Organization. Members voting in favor: Johnson, Dee, Chamberlain, Zanmiller, Skog. Motion carried.

17. Authorization to Provide Final Payment to Noah Blaha for Installing Native Prairie with Pollinator Habitat

Noah Blaha has completed the installation of a 1.0 acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed. The project was approved for funding at the June 10, 2021 Board meeting at 75% cost share not to exceed \$2,475 and based on a cost estimate of \$3,300. Final project cost was \$1,047.29. Costs were significantly lower than estimated in part because the landowner did not request reimbursement for in-kind labor.

21.125 Motion by Johnson, second by Dee to approve final payment to Noah Blaha (21-IPP-29) for installing 1.0 acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed at \$785.47 from CY21 Agreement with Dakota County and Vermillion River Watershed Joint Powers Organization. Members voting in favor: Dee, Chamberlain, Zanmiller, Skog, Johnson. Motion carried.

18. Authorization to Provide Final Payment to Nolie Freeman for Installing Native Prairie with Pollinator Habitat

Nolie Freeman has completed the installation of a 4.5 acre native prairie with pollinator habitat in Douglas Township, Cannon River Watershed. The project was approved for funding at the June 10, 2021 Board meeting at 75% cost share not to exceed \$8,850 and based on a cost estimate of \$11,800. Final project cost was \$5,976.36. Costs were significantly lower than estimated in part because the landowner did not request reimbursement for in-kind labor.

21.126 Motion by Skog, second by Chamberlain to approve final payment to Nollie Freeman (21-IPP-30) for installing 4.5 acre native prairie with pollinator habitat in Douglas Township, Cannon River Watershed at \$4,482.27 from CY21 Agreement with Dakota County. Members voting in favor: Chamberlain, Zanmiller, Skog, Johnson, Dee. Motion carried.

19. Authorization to Provide Final Payment to Audrey Anderson for Installing Native Prairie with Pollinator Habitat

Audrey Anderson has completed the installation of a 0.6 acre native prairie with pollinator habitat in Ravenna Township, Vermillion River Watershed. The project was approved for funding at the July 8, 2021

Board meeting at 75% cost share not to exceed \$1,575 and based on a cost estimate of \$2,100. Final project cost was \$2,732.73.

21.127 Motion by Johnson, second by Dee to approve final payment to Audrey Anderson (21-IPP-31) for installing 0.6 acre native prairie with pollinator habitat in Ravenna Township, Vermillion River Watershed at \$1,575 from CY21 Agreement with Dakota County and Vermillion River Watershed Joint Powers Organization. Members voting in favor: Zanmiller, Skog, Johnson, Dee, Chamberlain. Motion carried.

20. Authorization to Provide Final Payment to Metropolitan Mosquito Control for Installing Native Prairie with Pollinator Habitat

Metropolitan Mosquito Control District has completed the installation of 3.2 acre native prairie with pollinator habitat at their Rosemount office in the Vermillion River Watershed. The project was approved for funding at the October 14, 2021 Board meeting at 75% cost share not to exceed \$5,250 and based on a cost estimate of \$7,000. Final project cost was \$5,000.02.

21.128 Motion by Johnson, second by Chamberlain to approve final payment Metropolitan Mosquito Control District (21-IPP-42) for installing 3.2 acre native prairie with pollinator habitat in Rosemount, Vermillion River Watershed at \$3,750.02 from CY21 Agreement with Dakota County and Vermillion River Watershed Joint Powers Organization. Members voting in favor: Skog, Johnson, Dee, Chamberlain, Zanmiller. Motion carried.

21. Authorization to Submit Application to Minnesota Conservation Corps for 2022 Crew Labor and to Execute agreement if Awarded

Minnesota SWCDs have the opportunity to apply for crew labor from the Minnesota Conservation Corps during the 2022 construction season. Applications are due December 15th. The crew labor program involves obtaining “hands on” labor crews to assist with project installations and maintenance over a period of days or weeks. The application does not request a funding amount. Rather it requests a number of days you will need labor crews to complete specific projects. Staff has coordinated with Dakota County Parks Department, the Vermillion River Watershed Joint Powers Organization, and the City of Burnsville to prioritize projects and will draft application(s) for crew labor that would install streambank stabilization practices on the Vermillion River, stabilize eroded portions of shoreline along Crystal Lake in Burnsville, install native vegetation as part of larger ravine stabilizations in Spring Lake Park, and maintain and repair raingardens within Dakota County Park properties. Coudron stated that typically a crew consists of a leader and four corps members and we are requesting 10-15 days of their services.

21.129 Motion by Dee, second by Johnson to approve to submit application to the Minnesota Conservation Corps for 2021 Crew Labor and execute agreement if awarded. All members voting in favor. Motion carried.

22. Adopt 2022 Merit Compensation Policy and Plan

The 2022 Merit Compensation Policy and Plan was approved by the Dakota County Board of Commissioner’s at their November 2 meeting. The 2022 Merit Compensation Policy and Plan is based on the need to provide compensation for employees to reflect market considerations within projected budget limitations. The SWCD has adopted Dakota County’s Merit Compensation Policy and Plan by reference but takes independent action to approve salary increases as indicated under the Merit Matrix table (Page 9).

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

The Finance Committee met on November 30 to review the Merit Matrix table within the Dakota County adopted 2022 Merit Compensation Policy and Plan. The Finance Committee recommended adopting the Merit Matrix as approved by Dakota County. However, there was discussion on the SWCDs ability to maintain compensation levels supported by Dakota County long-term and without a reliable and stable

funding source. Dee stated that with the rising cost of health insurance and salary increases, we need to generate additional revenue to meet those needs. The Finance Committee requested that the District Manager work with Dakota County staff to seek new revenue options for 2023 and beyond.

21.130 Motion by Dee, second by Johnson to adopt the 2022 Merit Compensation Policy and Plan as presented. All members voting in favor. Motion carried.

23. Adopt 2022 Budget

The Finance Committee met on November 30 to review the draft 2022 budget. The draft 2022 budget is balanced among anticipated revenues and expenditures and is \$1,758,427. The 2022 budget is less than a 1% increase from current year. The budget will likely change during the year and will be adjusted as recommended by the Finance Committee. Much of our budget is based on forecasts with our partnering organizations under approved work plans and a fee for service arrangement as well as a reliance on State grants. Watson noted that the 2022 Budget does not include any pending or future grant applications.

21.131 Motion by Johnson, second by Dee to adopt the 2022 Budget as presented. All members voting in favor. Motion carried.

24. Set Date and Time for Special Board Meeting

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

21.132 Motion by Dee, second by Johnson to schedule a Special Board Meeting for Thursday, December 30 at 9:00 a.m. All members voting in favor. Motion carried.

25. Establish Board Meeting Schedule for 2022

For the past two years the monthly Board meetings have been held at 9:00 a.m. on the 2nd Thursday of the month. For calendar year 2022 the following days would be listed for monthly Board meetings: January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8.

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

21.133 Motion by Skog, second by Johnson that the regular Board meetings for 2022 be scheduled for the second Thursday of the month at 9:00 a.m. All members voting in favor. Motion carried.

26. Announcements and Reports

Natural Resources Conservation Service

There was no Natural Resources Conservation Service report.

Dakota County

The Dakota County report was provided by George Fischer, Director of the Environment Resources Department. He thanked the Board of Supervisors for having him at the meeting. Environmental Resources staff will review the agenda and determine which staff would be best to attend the meeting; himself, Brad, Al, or Valerie. He also mentioned that if there is any item of interest that you would like staff to provide a presentation on, they are open to that. Or if there is anything that you wonder why or how they do it, please ask. Georg indicated his appreciation in the partnership with the SWCD.

George indicated that they are looking forward to the ditch inspection report currently being developed as they may move forward with amendments to that ordinance.

He noted that they are looking into energy and greenhouse gases and we may be able to work together with this since carbon sequestration can occur based on native prairie plantings and wetland restorations.

Environmental Resources may look at a carbon reduction value similar to other pollutant reduction indicators like sediment and phosphorous.

Dee asked if the SWCD saves them money as opposed to using consultants and contractors. Fischer replied yes and added that with the existing JPA, it is often easier to work with the SWCD.

Vermillion River Watershed Joint Powers Organization

There was no Vermillion River Watershed Joint Powers Organization report.

Cannon River Watershed Joint Powers Board

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

Metropolitan Conservation Districts Joint Power Board

Watson sated the Metropolitan Conservation District Joint Powers Board (JPB) met on November 17. The FY2022 Nonpoint Engineering and Enhanced Technical Assistance workplans were approved. Program update was provided on the Subwatershed Analysis Program, Minnesota Ag Water Quality Certification Program, and Metro Children’s Water Festival.

Minnesota Association of Soil and Water Conservation Districts

Watson reminded the Board of Supervisors that the Annual MASWCD Convention is December 12-14.

District Manager Reports

Watson stated that all items were previously discussed. However, he wanted to express thanks to staff as there have been many “good” projects installed this year. Staff are working with landowners, building relationships and implementing good conservation work.

Watson requested the Personnel Committee schedule a meeting. As a follow-up to a recent Rural Lands committee meeting the native grass drill will be sold through Dakota County Fleet Management. Watson is working with Fleet Management on the purchase of a smaller, portable 3-point hitch whirlybird type seeder. He stated that the roof reconstruction is scheduled to be complete within the next two weeks.

Board of Supervisors Reports

Supervisor Chamberlain echoed Watson’s comment on staff, he agrees that a lot of good projects have been completed recently.

Supervisor Dee reminded all Supervisors to mail their 2021 final compensation forms prior to the December 30 meeting so they can be paid out this year.

20. Upcoming Events

The upcoming events were reviewed.

21. Adjourn

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

The meeting was adjourned at 10:18 a.m.

Respectfully submitted,

Chelsea Skog
Secretary