



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, January 12, 2023

9:00 a.m.

4100 220th Street W, Suite 102
Farmington, Minnesota

Board Members Present:

Laura Zanmiller, Chair
Kevin Chamberlain, Vice Chair
Chelsea Skog, Secretary
Bruce Johnson, Information Officer

SWCD Staff Present:

Brian Watson
Pam LaValle
Court Coudron
Ashley Gallagher
Todd Matzke

Others Present:

Brad Becker, Dakota County
Matthew Lundberg, NRCS
Chris Schmidt, NRCS
Anne Sawyer, State of Minnesota
Dain Olson, DCAO

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. Election of the 2023 Officers

Zanmiller opened the floor for nominations for Chair. Supervisor Chamberlain nominated Zanmiller as Chair. Watson called for nominations three times.

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

Zanmiller asked the Supervisors if they would like to retain their current officer positions.

23.002 Motion by Skog, second by Johnson to retain the same Officer positions for the 2023 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. Nobody came forward.

5. Approval of Agenda

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

CONSENT AGENDA

6. Approval of December 28, 2022 Meeting Minutes

The December 28, 2022 meeting minutes were presented.

7. Approval of January 12, 2023 Accounts Payable

The January 2023 accounts payable was presented.

8. Designate 2023 Financial Depositories as Vermillion State Bank and Castle Rock Bank

Designate Castle Rock Bank as the primary financial depository and the Vermillion State Bank as secondary financial depository.

9. Designate 2023 Official Newspaper as the Dakota County Tribune

Designate the Dakota County Tribune as the official newspaper for 2023.

10. Adopt 2023 Board Operating Rules and Guidelines

Adopt Board Operating Rules and Guidelines as presented.

11. Approve 2023 Membership Dues

11.1 Metropolitan Conservation Districts Joint Powers Board \$1,600

11.2 Cannon River Watershed Joint Powers Board \$3,500

11.3 Minnesota Association of Soil and Water Conservation Districts \$250 (metro area) \$6,244.30 (state)

11.4 National Association of Conservation Districts \$775

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

REGULAR AGENDA

12. Authorization to Provide Partial Payment to Steve Wagner for Establishing Cover Crop (3-year)

Steve Wagner has completed the first year of his three-year contract to establish cover crops on 100 acres in Vermillion Township located in the Vermillion River Watershed. The contract was approved at the July 14, 2022 Board meeting with an incentive payment not to exceed \$10,500. The payment is equal to \$35 per acre for 100 acres over a period of three years or \$3,500 each year the cover crop is certified.

23.005 Motion by Chamberlain, second by Johnson to approve partial payment to Steve Wagner (22-IPP-27) for establishment of cover crop in the Vermillion Township, Vermillion River Watershed on 100 acres for a total of \$3,500. Funding would be provided by our agreement with Dakota County and our FY22 Clean Water Fund Drinking Water Protection Grant. Members voting in favor: Johnson, Chamberlain, Zanmiller and Skog. Motion carried.

13. Authorization to Provide Final Payment to Dave Stein for Establishment of Cover Crop (1-year)

Dave Stein has completed the establishment of a cover crop under two separate contracts totaling 78 acres. The fields are located in Douglas Township, Cannon River Watershed. The contracts were approved at the September 8, 2022 Board meeting with an incentive payment not to exceed \$25 per acre. Under each contract, incentives for establishing the cover crop include:

- 40 acres at \$1,000
- 38 acres at \$950

23.006 Motion by Johnson, second by Skog to approve final payment to Dave Stein (22-IPP-38 & 22-IPP-40) for establishment of a cover crop in Douglas Township, Cannon River Watershed on 78 acres for a total of

\$1,950. Funding would be provided thru our agreement with Dakota County. Members voting in favor: Chamberlain, Zanmiller Skog, and Johnson. Motion carried.

14. Authorization to Provide Final Payment to George Feidt for Establishment of Cover Crop (1-year)

George Feidt has completed establishment of a cover crop on 49 acres in Douglas Township, Cannon River Watershed. The project was approved for funding at the September 8, 2022 Board meeting with an incentive payment not to exceed \$25 per acre.

23.007 Motion by Skog, second by Johnson to approve final payment to George Feidt (22-IPP-39) for establishment of a cover crop in Douglas Township, Cannon River Watershed on 49 acres for a total of \$1,225. Funding would be provided thru our agreement with Dakota County. Members voting in favor: Chamberlain, Zanmiller, Skog, and Johnson. Motion carried.

15. Authorization to Execute FY23 Grant Agreement with the Minnesota Board of Water and Soil Resources for Watershed Based Implementation within the Eagan-Inver Grove Heights Watershed Planning Area.

The BWSR allocated \$75,000 to the Eagan-Inver Grove Heights watershed planning area under the Watershed Based Implementation Funding (WBIF) program. Participants (Partners) in the convene process included the Dakota SWCD, Dakota County, Eagan-Inver Grove Heights Watershed Management Organization (E-IGHWMO), and the cities of Eagan and Inver Grove Heights.

The Dakota SWCD will be the fiscal agent for the project. Additional grant match of 10% is required and it is anticipated that E-IGHWMO will provide the required \$7,500 match. The term of the grant agreement will be from the time of execution to December 31, 2025.

23.008 Motion by Johnson, second by Chamberlain to execute grant agreement with the Minnesota Board of Water and Soil Resources for Watershed Based Implementation within the Eagan-Inver Grove Heights Watershed planning area. Members voting in favor: Zanmiller, Skog, Johnson, and Chamberlain. Motion carried.

16. Adopt Resolution Accepting Certain Wetland Conservation Act Authorities from Sciota Township.

The Sciota Township Board passed a resolution at their December 13, 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 Sciota Township.

23.009 Motion by Chamberlain, second by Johnson to adopt the resolution accepting certain Wetland Conservation Act Authorities with Sciota Township. All members voting in favor. Motion carried.

17. Authorization to Execute Agreement with the Lower Minnesota River Watershed District for 2023 Services.

A 2023 work plan and budget has been drafted for services to the Lower Minnesota River Watershed District. The work plan and budget includes a total amount not to exceed \$19,500 and includes Fen Well Monitoring, Education and Community Engagement, Technical Assistance and Project Implementation services for 2023.

23.010 Motion by Johnson, second by Skog to execute the Agreement with the Lower Minnesota River Watershed District for 2023 Services. All members voting in favor. Motion carried.

18. Authorization to Execute Agreement with the Vermillion River Watershed Joint Powers Organization for 2023 Services

The Vermillion River Watershed Joint Powers Organization (VRWJPO) work plan and budget for 2023 services includes the following tasks:

- Evaluation and Policy
- Feasibility Studies
- Capital Improvement Projects
- Public Outreach and Communication
- Inventories and Assessment
- Water Monitoring and Data Analysis

The work plan and budget includes a total agreement amount not to exceed \$257,000.

23.011 Motion by Chamberlain, second by Johnson to authorize the execution of the Vermillion River Watershed Joint Powers Organization for 2023. All members voting in favor. Motion carried.

19. Authorization to Provide One-Time Retention Incentives

The Dakota County Soil and Water Conservation District (SWCD) has adopted Dakota County policies by reference unless specific policies are adopted by the SWCD Board. This includes Dakota County’s Merit Compensation Policy and Plan and the use of SuccessFactors to conduct employee performance reviews. However, the SWCD Board independently takes action on salary or payroll adjustments.

To recognize the important contributions of SWCD staff and to seek consistency with County policy, a one-time retention payment of \$500 will be paid to each employee on the first payroll following July 1, 2023 for those employees who remain with the SWCD between January 1 and June 30, 2023. Further, a one-time retention payment of \$500 will be paid on the first payroll following January 1, 2024 who remain with the SWCD through January 1, 2024.

The Dakota County adopted policy also includes a one-time payment of up to \$500 for any new hire after January 1, 2023 who remains employed by the County for at least 12 months. Staff is recommending that this option be included in the SWCD Board action which will allow the District Manager to negotiate this incentive at the time of hiring new staff.

23.012 Motion by Chamberlain, second by Johnson to approve the one-time Retention Incentive Policy. All members voting in favor. Motion carried.

20. Establish Board Committees and Assignments for 2023.

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

23.013 Motion by Chamberlain, second by Johnson to approve the Board Committees and Assignments for 2023. All members voting in favor. Motion carried.

21. Announcements and Reports

Natural Resources Conservation Service

The Natural Resources Conservation Service (NRCS) report was provided by Matt Lundberg and Chris Schmidt. Lundberg provided an update on the EQIPS applications, the conservation stewardship program and the soil health grant available. Schmidt provided a staffing update and reported on the soil conservation certification, the inflation reduction act.

Dakota County

Brad Becker reported the 2023 budget has been approved. There are four cost share programs they are administering: low income septic program, rain barrel and compost bin program, soil contamination program and aquatic invasive species program. Becker also provided a Byllesby dam update.

Metropolitan Conservation Districts Joint Power Board

No report provided. The next meeting is scheduled for February 22.

Minnesota Association of Soil and Water Conservation Districts

No report provided.

Cannon River Watershed Joint Powers Board

No report provided. The next meeting is scheduled for February 1.

Vermillion River Watershed Joint Powers Organization

No report provided.

District Managers Report

Brian Watson introduced Anne Sawyer, our new Board Conservationist with the Minnesota Board of Water and Soil Resources. Anne provided a brief introduction and her professional background.

Board of Supervisors Reports

No reports were provided.

22. Upcoming Events

The upcoming events were reviewed.

23. Adjourn

23.014 Motion by Chamberlain, second by Johnson to adjourn. All members voting in favor. Motion carried.

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

Respectfully submitted,



Chelsea Skog
Secretary