



## MEETING MINUTES

### BOARD OF SUPERVISORS MEETING

#### DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, December 21, 2023

9:00 a.m.

4100 220<sup>th</sup> Street W, Suite 102  
Farmington, Minnesota

#### **Board Members Present:**

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

#### **SWCD Staff Present:**

Brian Watson  
Pam LaValle  
Curt Coudron  
Ashley Gallagher  
Todd Matzke  
Matthew Sorvig

#### **Others Present:**

Dain Olson, DCAO  
Valerie Neppel, Dakota County  
Lizzy Dawson, NRCS  
Matt Lundberg, NRCS  
Travis Thiel, Vermillion River Watershed  
Brian Jastram, Rock Leaf Water Environmental  
Alan Kraus, Clean River Partners  
Maggie Stahley, Clean River Partners

#### **1. Call to Order and Roll Call**

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

#### **2. Pledge of Allegiance**

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

#### **3. Audience**

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

#### **4. Introduction**

Alan Kraus, Clean River Partners introduced new staff member Maggie Stahley, Conservation Program Assistant. Stahley provided a brief introduction and her professional background. Kraus provided Clean River Partners conservation program updates.

#### **5. Approval of Agenda**

**23.106** Motion by Chamberlain second by Johnson to approve the agenda. Members voting in favor: Chamberlain, Zanmiller, Johnson, and Dee. Motion carried.

**CONSENT AGENDA**

Dee requested items 10 thru 12 be moved from the consent agenda to the regular agenda.

**6. Approval of November 16, 2023 Meeting Minutes**

The November 16, 2023 meeting minutes were presented.

**7. Approval of December 21, 2023 Accounts Payable**

The December 2023 accounts payable were presented.

**8. Acceptance of November Finance Report**

The November Finance Report was presented.

**9. Authorization to Adopt 2024 Merit Compensation Policy and Plan.**

The 2024 Merit Compensation Policy and Plan was approved by the Dakota County Board of Commissioner's at their November 28 meeting. The 2024 Merit Compensation Policy and Plan (Plan) is based on the need to provide compensation for employees to reflect market competitiveness within projected budget limitations. The SWCD utilizes the Dakota County's Merit Compensation Policy and Plan and performance review structure but takes independent action to approve salary increases as indicated under the Merit Matrix table. The 2024 salary ranges reflect a 3.25% cost of living increase to the minimum and maximum salaries for each position grade. The 2024 Merit Matrix table provides a 0.0 to 7.5 percent increase based on employee performance. The Merit Compensation Policy and Plan has been included into the draft 2024 budget.

**23.107** Motion by Dee, second by Chamberlain to approve the consent agenda items. Members voting in favor with change: Zanmiller, Johnson, Chamberlain, and Dee. Motion carried.

**REGULAR AGENDA****10. Authorization to Execute Joint Powers Agreement with the Black Dog Watershed Management Organization for 2024 Services.**

Staff has drafted a 2024 work plan and budget with the Black Dog Watershed Management Organization (BDWMO). The work plan and budget includes Education and Outreach Assistance, Technical Assistance, and Cost Share under our Landscaping for Clean Water program. The workplan and budget includes a total amount not to exceed \$31,500. The draft work plan and budget was approved by the BDWMO Board at their November 15th meeting. Services to the BDWMO have been included in the draft budget and staff work plan for 2024.

**23.108** Motion by Johnson, second by Dee to execute Joint Powers Agreement with the Black Dog Watershed Management Organization for 2024 Services. Members voting in favor: Dee, Chamberlain, Zanmiller, and Johnson. Motion carried.

**11. Authorization to Execute Joint Powers Agreement with the Lower Mississippi River Watershed Management Organization for 2024 Services.**

Staff has drafted and presented a 2024 work plan and budget to the Lower Mississippi River Watershed Management Organization (LMRWMO) Board. The work plan and budget includes general administration services, water monitoring, technical assistance, project management, education/outreach, and support for the installation of projects under the Landscaping for Clean Water program. The 2024 work plan and budget include a total amount not to exceed \$89,740. The LMRWMO Board approved the 2024 work plan and budget at their November 8, 2023 meeting. Services to the LMRWMO have been included in the draft budget and staff work plan for 2024.

**23.109** Motion by Chamberlain, second by Johnson to execute Joint Powers Agreement with the Lower Mississippi River Watershed Management Organization for 2024 Services. Members voting in favor: Dee, Zanmiller, Johnson, and Chamberlain. Motion carried.

**12. Authorization to Execute Joint Powers Agreement with the North Cannon River Watershed Management Organization for 2024 Services.**

Staff has drafted and presented a 2024 work plan and budget to the North Cannon River Watershed Management Organization (NCRWMO) Board. The work plan and budget includes administration tasks, technical assistance including water quality monitoring, cost-share for projects and support for the installation of projects under the Landscaping for Clean Water Program. The 2024 work plan and budget include a total amount not-to-exceed \$38,600. The NCRWMO Board approved the 2024 work plan and budget at their November 15, 2023 meeting. Services to the NCRWMO have been included in the draft budget and staff work plan for 2024.

**23.110** Motion by Dee, second by Johnson to execute Joint Powers Agreement with the North Cannon River Watershed Management Organization for 2024 Services. Members voting in favor: Johnson, Chamberlain, Dee, and Zanmiller. Motion carried.

**13. Authorization to Execute Joint Powers Agreement with the Vermillion River Watershed Joint Powers Organization for 2024 Services and a consent and confirmation waiver for legal services provided by Dakota County.**

Staff has provided the Vermillion River Watershed Joint Powers Organization (VRWJPO) a draft work plan and budget for 2024 services. The work plan and budget includes Evaluation and Policy, Feasibility/Preliminary Studies, Capital Improvement Projects, Public Outreach and Communication, Inventories and Assessments, Monitoring and Data Analysis. The work plan and budget include a total agreement amount not to exceed \$251,000. The Vermillion River Watershed Joint Powers Board (VRWJPB) approved the work plan and budget at their December 6, 2023 meeting. As part of this approval, and since the Dakota County Attorney's Office represents both the VRWJPB and the SWCD Board, execution of a consent and confirmation waiver for legal representation by Dakota County to both parties is requested. Services to the VRWJPO have been included in the SWCD draft budget and staff work plan for 2024.

**23.111** Motion by Johnson, second by Chamberlain to Execute Joint Powers Agreement with the Vermillion River Watershed Joint Powers Organization for 2024 Services and a consent and confirmation waiver for legal services provided by Dakota County. Members voting in favor: Zanmiller, Johnson, Chamberlain, and Dee. Motion carried.

**14. Authorization to Provide Final Payment to the City of Burnsville for the Installation of a Grade Stabilization Structure at Alimagnet Park.**

The City of Burnsville has completed the construction of a grade stabilization structure at Alimagnet Park in Burnsville, Vermillion River Watershed. The project was approved for funding at the June 8, 2023 Board meeting at 85% cost share not to exceed \$25,000.

**23.112** Motion by Johnson, second by Chamberlain to provide final payment of \$21,143.10 to the City of Burnsville (23-CIF-01) for the Installation of a Grade Stabilization Structure at Alimagnet Park. Funding would be provided from our agreements with the Vermillion River Watershed Joint Powers Organization and Dakota County. Members voting in favor: Johnson, Dee, Chamberlain, and Zanmiller. Motion carried.

**15. Authorization to Provide Final Payment to Harold Peine for Installation of Water and Sediment Control Basin.**

Harold (Nick) Peine has completed the construction of a water and sediment control basin in Hampton Township, Vermillion River Watershed. The project was constructed in cooperation with the landowner, Ryan Finnegan. The project was approved for funding at the September 14, 2023 Board meeting at 85% cost share not to exceed \$12,070.

**23.113** Motion by Dee, second by Johnson to provide final payment of \$12,070 to Harold Peine (23-IPP-42) for installation of a water and sediment control basin. Funding would be provided from FY23 Vermillion WBIF

Grant and our annual agreement with the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Johnson, Dee, Chamberlain, and Zanmiller. Motion carried.

**16. Authorization to Provide Final Payment to Richard Betzold for Installation of Water and Sediment Control Basin.**

Richard Betzold has completed the construction of a water and sediment control basin in Hampton Township, Cannon River Watershed. The project was approved for funding at the October 12, 2023 Board meeting at 85% cost share not to exceed \$12,750.

**23.114** Motion by Johnson, second by Chamberlain to provide final payment of \$12,750 to Richard Betzold (23-IPP-44) for installation of water and sediment control basin. Project funds are available through the FY23 Cannon WBIF Grant and through our agreement with Dakota County. Members voting in favor: Dee, Chamberlain, Zanmiller, and Johnson. Motion carried.

**17. Authorization to Provide Final Payment to Rodney Kimmes under four separate contracts for Establishing Cover Crops (1-year)**

Rodney Kimmes has completed the establishment of cover crops totaling 323 acres on four separate fields. One field is located in Hampton Township, Cannon River Watershed and three fields are located in Marshan Township, Vermillion River Watershed. The projects were approved for funding at the May 11, 2023 Board meeting with an incentive payment not to exceed \$35 per acre.

**23.115** Motion by Chamberlain, second by Johnson to provide final payment of \$11,305 to Rodney Kimmes (23-IPP-12, 23-IPP-13, 23-IPP-14, and 23-IPP-15) for establishment of cover crops. Project funds are available through our agreement with Dakota County and the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Chamberlain, Zanmiller, Johnson, and Dee. Motion carried.

**18. Authorization to Provide Final Payment to Pat Maher under four separate contracts for Establishment of Cover Crops (1-year).**

Pat Maher has completed the establishment of cover crops totaling 225 acres on four separate fields. The fields are located in Marshan and Ravenna Townships, Vermillion River Watershed. The projects were approved for funding at the May 11, 2023 Board meeting with an incentive payment not to exceed \$35 per acre.

**23.116** Motion by Chamberlain, second by Johnson to provide final payment of \$7,875.00 to Pat Maher (23-IPP-08, 23-IPP-09, 23-IPP-10 and 23-IPP-11) for establishment of cover crops. Project funds are available through our agreement with Dakota County and the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Zanmiller, Johnson, Dee, and Chamberlain. Motion carried.

**19. Authorization to Provide Final Payment to Greg Fox under three separate contracts for Establishment of Cover Crop (1-year).**

Greg Fox has completed the establishment of cover crops totaling 105 acres on three separate fields located in the City of Rosemount, Vermillion River Watershed. The projects were approved for funding at the May 11, 2023 Board meeting with an incentive payment not to exceed \$35 per acre.

**23.117** Motion by Dee, second by Johnson to provide final payment of \$3,675 to Greg Fox (23-IPP-30, 23-IPP-31 and 23-IPP-32) for establishment of cover crops. Project funds are available through our agreement with Dakota County and the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Johnson, Dee, Chamberlain and Zanmiller. Motion carried.

Supervisor Dee left the meeting.

**20. Authorization to Provide Final Payment to Judith Baumann for Establishment of Cover Crop (1-year).**

Judith Baumann has completed the establishment of cover crop on 56 acres in Marshan Township, Vermillion River Watershed. The project was approved for funding at the September 14, 2023 Board meeting with an incentive payment not to exceed \$35 per acre.

**23.118** Motion by Johnson, second by Chamberlain to provide final payment of \$1,960 to Judith Baumann (23-IPP-40) for establishment of cover crop. Project funds are available through our agreement with Dakota County and the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Johnson, Chamberlain, and Zanmiller. Motion carried.

Supervisor Dee returned to the meeting.

**21. Authorization to Provide Final Payment to Arthur Kalmes for Installation of Native Prairie with Pollinator Habitat.**

Arthur (Art) Kalmes has completed the installation of a 0.5-acre native prairie with pollinator habitat within the City of Burnsville, Minnesota River Watershed. The project was approved for funding at the April 13, 2023 Board meeting at 85% cost share not to exceed \$1,500.

**23.119** Motion by Johnson, second by Chamberlain to provide final payment of \$821.75 to Arthur Kalmes (23-IPP-03) for installation of a native prairie with pollinator habitat. Project funds are available through our agreement with Dakota County. Members voting in favor: Dee, Chamberlain, Zanmiller, and Johnson. Motion carried.

**22. Authorization to Provide Final Payment to Jeffrey Hoffman for Installation of Native Prairie with Pollinator Habitat.**

Jeffrey Hoffman has completed the installation of a 1.9-acre native prairie with pollinator habitat within the City of Rosemount, Vermillion River Watershed. The project was approved for funding at the April 13, 2023 Board meeting at 85% cost share not to exceed \$5,700.

**23.120** Motion by Chamberlain, second by Dee to provide final payment of \$5,700 to Jeffrey Hoffman (23-IPP-05) for installation of native prairie with pollinator habitat. Project funds are available through our agreement with Dakota County. Members voting in favor: Chamberlain, Zanmiller, Johnson, and Dee. Motion carried.

**23. Authorization to Provide Final Payment to Noah and Cathy Blaha for Installation of Native Prairie with Pollinator Habitat.**

Noah and Cathy Blaha have completed the installation of a 0.6-acre native prairie with pollinator habitat in Vermillion Township, Vermillion River Watershed. The project was approved for funding at the June 8, 2023 Board meeting at 85% cost share not to exceed \$1,615.

**23.121** Motion by Johnson, second by Chamberlain to provide final payment of \$834.29 to Noah and Cathy Blaha (23-IPP-23) for installation of a native prairie with pollinator habitat. Project funds are available through our agreement with Dakota County and the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Zanmiller, Johnson, Dee, and Chamberlain. Motion carried.

**24. Authorization to Provide Final Payment to the City of Burnsville for Installation of Native Prairie with Pollinator Habitat.**

The City of Burnsville has completed the installation of a 0.8-acre native prairie with pollinator habitat within Interlachen Park located in the Minnesota River Watershed. The project was approved for funding at the May 9, 2023 Board meeting at 85% cost share not to exceed \$2,400.

**23.122** Motion by Johnson, second by Dee to provide final payment of \$2,400 to the City of Burnsville (23-IPP-01) for installation of a native prairie with pollinator habitat. Project funds are available through our agreement with Dakota County. Members voting in favor: Johnson, Dee, Chamberlain and Zanmiller. Motion carried.

**25. Adopt 2024 Budget**

The Finance Committee met on October 30, 2023 to review a draft 2024 budget. The Personnel Committee met on December 7, 2023 to discuss the draft 2024 budget specific to payroll and staffing. The draft 2024 budget is \$2,274,454 and is balanced between anticipated revenues and expenditures. The budget will

change during the year and will be adjusted as recommended by the Finance Committee. State grant applications that are pending or those to be submitted are not included in the draft 2024 budget.

**23.123** Motion by Dee, second by Johnson to adopt the 2024 budget. Members voting in favor: Johnson, Dee, Chamberlain, and Zanmiller. Motion carried.

**26. Establish Board Meeting Schedule for 2024**

For the past four years our monthly Board meetings have been held at 9:00 a.m. on the 2<sup>nd</sup> Thursday of the month. For calendar year 2024 the following days would be listed for monthly Board meetings:

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

All meetings would be subject to change and Special Board meetings may be called. Monthly Board meetings will be held at the Dakota County Extension and Conservation Center located at 4100 220<sup>th</sup> Street West, Farmington, Minnesota. All meetings are scheduled to begin at 9:00 a.m.

**23.124** Motion by Chamberlain, second by Johnson to approve the Board meeting schedule for 2024. All members voting in favor. Motion carried.

**27. Announcements and Reports**

**Natural Resources Conservation Service**

The Natural Resources Conservation Services (NRCS) report was provided by Lizzy Dawson. Dawson provided a work schedule, training and construction update.

**Dakota County**

The Dakota County report was provided by Valerie Nepl. Nepl congratulated the Dakota SWCD on being awarded SWCD of the year. Nepl reported the CIP budget has been approved.

The Met Council is updating its 2025 Metro Water Supply Plan and are hosting a sub-regional workshop on January 4<sup>th</sup> at Western Service Center and she encouraged all to attend. The workshops will focus on building a shared vision for water supply in the Southeast subregion, prioritizing issues and opportunities, and developing actions plans to address priorities.

The Ag advisory group had their annual meeting December 7, 2023 and they received some great feedback for 2024 and will focus on outreach to help feature and encourage participation.

Nepl also reported on smart salt use and requested reporting salt over use to facilities management.

**Cannon River Watershed Joint Powers Board**

No report provided. The next meeting is February 7, 2024.

**Vermillion River Watershed Joint Powers Organization**

The Vermillion River Watershed Joint Powers Organization report was provided by Travis Thiel. Thiel congratulated the SWCD on being awarded SWCD of the year. Thiel reported the Vermillion River Watershed Joint Powers Board approved the SWCD workplan for 2024 at their December 7, 2023 meeting.

The watershed has two Community Conversation meetings, January 16<sup>th</sup> from 5 – 7 pm at the Lakeville Water Treatment Facility and January 24<sup>th</sup> from 5 – 7 pm at the Hastings Pleasant Hills Library to learn about the watershed, comment on goals, share concerns and inform residents about the watershed’s next generation management plan; Thiel welcomed all to attend.



**Metropolitan Conservation Districts Joint Power Board**

No report provided. The next meeting is February 28, 2024.

**Minnesota Association of Soil and Water Conservation Districts**

The MASWCD report was provided by Brian Watson. Watson provided a state convention update and reported the majority of the resolutions were passed. The Dakota County Board and Administration would like to recognize Dakota SWCD for being selected as SWCD of year at their Board Meeting on February 6<sup>th</sup>.

**District Managers Report**

Watson reported our next meeting will be January 11<sup>th</sup> and will include the election of officers and committees.

**Board of Supervisors Announcements**

Watson read a message from Chelsea Skog indicating her resignation from the Board due to her change in residence out of District 3. Watson will follow up on the next steps to appoint someone from District 3 and will provide an update at the January Board Meeting.

**28. Upcoming Events**

The upcoming events were reviewed.

**29. Closed Executive Session: Conduct Annual Performance Review of District Manager**

**23.125** Motion by Johnson, second by Chamberlain to go into a closed session. All members voting in favor. Motion carried.

The SWCD Board recessed to Conference Room E to discuss the District Manager’s year-end performance review. The Personnel Committee had previously met conduct the review. The following were present, Supervisor Zanmiller, Supervisor Chamberlain, Supervisor Dee, Supervisor Johnson and Brian Watson, District Manager.

**23.126** Motion by Johnson, second by Chamberlain to come out of closed session. All members voting in favor. Motion carried.

**30. Adjourn**

**23.127** Motion by Dee, second by Johnson to adjourn. Motion carried.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

*Secretary*  
For *Chelsea Skog* *Laura Zanmiller*

Laura Zanmiller  
Chair