



MEETING MINUTES

BOARD OF SUPERVISORS MEETING

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Thursday, January 11, 2024

9:00 a.m.

4100 220th Street W, Suite 102
Farmington, Minnesota

Board Members Present:

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

SWCD Staff Present:

Brian Watson
Pam LaValle
Curt Coudron
Ashley Gallagher
Todd Matzke

Others Present:

Dain Olson, DCAO
Nikki Stewart, Dakota County
Lizzy Dawson, NRCS
Chris Schmidt, 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 the 2024 Officers

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

24.001 Motion by Dee, second by Johnson to elect Supervisor Chamberlain as Chair. All members voting in favor. Motion carried.

Chair Chamberlain opened the floor for nominations for Vice Chair. Supervisor Dee nominated Laura Zanmiller as Vice Chair. Chamberlain called for nominations three times.

24.002 Motion by Dee, second by Johnson to elect Supervisor Zanmiller as Vice Chair. All members voting in favor. Motion carried.

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

24.003 Motion by Zanmiller, second by Johnson to elect Supervisor Dee as Treasurer. All members voting in favor. Motion carried.

Chair Chamberlain indicated that due to a Board vacancy the Secretary and Public Relations Officers will be combined. Chamberlain opened the floor for nominations for Secretary and Public Relations Officer. Supervisor Dee nominated Supervisor Johnson as Secretary and Public Relations Officer. Chamberlain called for nominations three times.

24.003 Motion by Zanmiller, second by Dee to elect Supervisor Johnson as Secretary and Public Relations Officer. All members voting in favor. Motion carried.

4. Audience

Chair Chamberlain 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

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

CONSENT AGENDA

6. Approval of December 21, 2023 Meeting Minutes

The December 21, 2023 meeting minutes were presented.

7. Approval of January 11, 2024 Accounts Payable

The January 2024 accounts payable were presented.

8. Designate 2024 Financial Depositories as Vermillion State Bank and Castle Rock Bank.

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

9. Designate 2024 Official Newspaper as the Dakota County Tribune

Designate the Dakota County Tribune as our official newspaper for 2024.

10. Adopt 2024 Board Operating Rules and Guidelines

Adopt Board Operating Rules and Guidelines as presented.

11. Approve 2024 Membership Dues

11.1 Metropolitan Conservation Districts Joint Powers Board (MCD) - \$1,600

11.2 Cannon River Watershed Joint Powers Board (CRWJPB) - \$3,500

11.3 Minnesota Association of Soil and Water Conservation Districts (MASWCD) - \$7,077.92 and MASWCD – Metro Area (MACD) \$350

11.4 National Association of Conservation Districts (NACD) – \$775

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

REGULAR AGENDA

12. Authorization to Provide Final Payment to Daniel Harris for Installation of a Grassed and Rock Lined Waterway

Daniel Harris has completed the construction of a grassed and rock lined waterway in Hampton Township, Vermillion River Watershed. The project was approved for funding at the October 12, 2023 Board meeting at 85% cost share not to exceed \$23,375 based on a cost estimate of \$27,500.

24.006 Motion by Johnson, second by Zanmiller to provide final payment of \$23,375.00 to Dan Harris for the Installation of a Grassed and Rock Lined Waterway. Project funds are available through our FY23 Vermillion WBIF Grant and our agreements with the Vermillion River Watershed Joint Powers Organization and Dakota County. Members voting in favor: Johnson, Dee, Chamberlain, and Zanmiller. Motion carried.

13. Authorization to Submit Proposal to the Minnesota Board of Water and Soil Resources for Soil Health Supplemental Staffing and to Execute Grant Agreement if Awarded.

The BWSR has announced a three-phased approach for soil health initiatives resulting from recent legislative appropriations. Phase one of this soil health programming is to support additional local capacity to work with landowners on increasing the use of practices that advance soil health principles. Up to \$25 million is available via a competitive statewide Request For Proposal (RFP) process that opened on November 15, 2023 and closes on February 8, 2024. Successful applicants would execute grants agreements to fund positions through December 2027.

Funds must supplement traditional sources of funding and may not be used as a substitute for other funds, existing activities, or programs. No match is required. Funding up to \$10,000 per FTE is available for start-up costs such as computers and supplies.

Staff is recommending authorization to submit a proposal of up to \$350,000 and to execute the grant agreement if awarded. If awarded State funding under this proposal, the additional revenue would be used to hire an FTE which would impact our annual budget and staff plans for the second half of 2024 through 2027.

Supervisor Dee abstained from voting.

24.007 Motion by Johnson, second by Zanmiller to submit a proposal to the Minnesota Board of Water and Soil Resources for Soil Health Supplemental Staffing and to Execute Grant Agreement if Awarded. Members voting in favor: Johnson, Chamberlain, and Zanmiller. Motion carried.

14. Establish Board Committees and Appointments for 2024.

Staff is recommending the renaming of our Community Development Committee to a Watershed and Comprehensive Planning Committee and adding a Building Facility Committee for 2024. Watson reviewed the current list of committees and asked for comments and potential changes to the list.

Committee	Member (Primary)	Member (Alternate)
Watershed and Comprehensive Planning	Laura Zanmiller	Kevin Chamberlain
Finance	Jayne Hager Dee	Bruce Johnson
Personnel	Kevin Chamberlain	Laura Zanmiller
Rural Land	Kevin Chamberlain	Jayne Hager Dee
Education and Outreach	Jayne Hager Dee	Laura Zanmiller
Building Facility	Jayne Hager Dee	Bruce Johnson
Assignment	Primary	Alternate
Metropolitan Conservation Districts JPB	Laura Zanmiller	Bruce Johnson
Legislative Assignment	Jayne Hager Dee	Laura Zanmiller
NRCS Local Work Group	Kevin Chamberlain	Jayne Hager Dee
Cannon River Watershed JPB	Kevin Chamberlain	Jayne Hager Dee

24.008 Motion by Dee, second by Johnson to approve the 2024 SWCD Board Committees and Assignments as listed above. All members voting in favor. Motion carried.

15. Announcements and Reports

Natural Resources Conservation Service

The Natural Resources Conservation Services (NRCS) report was provided by Lizzy Dawson. Dawson provided a program deadline update and an act now program update. Dawson announced she has accepted a new position with NRCS.

Chris Schmidt provided a staffing update and announced they are moving from their Faribault office at the end of February. Staff will telework and work out of the Farmington and Le Center locations until their new space is available.

Dakota County

The Dakota County report was provided by Nikki Stewart. Stewart reported the Joint Powers Agreement is in place between Dakota County and the SWCD. On behalf of the Vermillion River Watershed, Stewart reported The Vermillion River Watershed has two Community Conversation meetings, January 16th from 5 – 7 pm at the Lakeville Water Treatment Facility and January 24th 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.

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 included in the Dakota County report.

Metropolitan Conservation Districts Joint Power Board

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

Minnesota Association of Soil and Water Conservation Districts

No report provided. Watson stated he attended a legislative committee meeting January 10, 2024 on the legislative policy for the upcoming year; the policy will be released after the MASWCD Board Meeting on January 29th.

District Managers Report

Watson requested the scheduling of a Rural Lands Committee meeting in January to discuss our cost share policies. Watson distributed a packet including campaign and public finance information to the Board and encouraged submittal of their economic interest statements to the Minnesota Campaign Finance Board. Second item in the packet distributed is a proposed draft press release for filling the vacant District 3 Board position and a draft job description. The third item in the packet is the draft minutes from Area IV meeting to share the proposed changes to the bylaws. Watson announced the Dakota County Commissioners and County Administration asked Staff and Board Members to attend the Dakota County Board Meeting on February 6th at 9:00 am for recognition of the SWCD of the year award.

Board of Supervisors Announcements

Laura Zanmiller reported she will be unable to attend the next board meeting.

16. Upcoming Events

The upcoming events were reviewed.

17. Adjourn

24.009 Motion by Dee, second by Zanmiller to adjourn. Motion carried.

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Bruce Johnson
Secretary