



**MEETING MINUTES**  
**BOARD OF SUPERVISORS MEETING**

**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

Thursday, December 19, 2024

4:00 p.m.

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

**Board Members Present:**

Kevin Chamberlain, Chair  
Laura Zanmiller, Vice Chair  
Jayne Hager Dee, Treasurer  
Bruce Johnson, Secretary and Information Officer  
Brian Raney

**SWCD Staff Present:**

Ashley Gallagher  
Pam LaValle  
Curt Coudron  
Dru Larson

**Others Present:**

Brian Wisdorf, DCAO  
Valerie Nepl

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

Chair Chamberlain called the meeting to order at 4:00 p.m. A quorum was present.

**2. Pledge of Allegiance**

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

**3. 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.

**4. Approval of Agenda**

**24.116** Motion by Dee second by Johnson to approve the agenda. All members voting in favor. Motion carried.

**CONSENT AGENDA**

**5. Approval of November 14, 2024 Meeting Minutes**

The November 14, 2024 meeting minutes were presented.

**6. Approval of December 19, 2024 Accounts Payable**

The December 2024 accounts payable were presented.

**7. Acceptance of the November 2024 Finance Report.**

The November Finance Report was presented.

**8. Authorization to Execute Joint Powers Agreement with the Lower Mississippi River Watershed Management Organization for 2025 Services.**

The Joint Powers Agreement with the Lower Mississippi River Watershed Management Organization was presented.

**9. Authorization to Execute Joint Powers Agreement with the North Cannon River Watershed Management Organization for 2025 Services.**

The Joint Powers Agreement with the North Cannon River Watershed Management Organization was presented.

**10. Adopt 2025 Dakota County Merit Compensation Policy and Plan.**

The 2025 Dakota County Merit Compensation Policy and Plan was presented, as well as the one-time 2% base salary increase for all employees in January 2025.

**11. Approve Planting Date Extension for Nick Becker Under Two Contracts**

Two contracts for Nick Becker were presented.

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

**REGULAR AGENDA**

**12. Authorization to Provide Partial Payment to Steve Groves for Establishing Harvestable Cover (3-years).**

Steve Groves has implemented harvestable cover on 25-acres in Greenvale Township, Cannon River Watershed and has been certified by staff. The project was approved for funding at the August 8, 2024 Board meeting with an incentive payment not to exceed \$2,625.

**24.118** Motion by Johnson, second by Raney to provide partial payment of \$875 to Steve Groves (24-IPP-60) for establishing harvestable cover. Project funds are available through the Dakota County Capital Improvement Program. Members voting in favor: Chamberlain, Dee, Johnson, Raney, and Zanmiller. Motion carried.

**13. Authorization to Provide Partial Payment to Peine Farms LLP for Implementing Soil Health Practices (3-years).**

Peine Farms LLP has implemented soil health practices on 110-acres in Douglas Township, Cannon River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$16,500.

**24.119** Motion by Johnson, second by Zanmiller to provide partial payment of \$5,500 to Peine Farms LLP (24-IPP-13) for implementing soil health practices. Project funds are available through FY23 Cannon River Watershed Based Implementation Funding grant with the Minnesota Board of Water and Soil Resources (BWSR) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Dee, Johnson, Raney, Zanmiller, and Chamberlain. Motion carried.

**14. Authorization to Provide Partial Payment to Andrew Mulvihill for Implementing Soil Health Practices (3-year).**

Andrew Mulvihill has implemented soil health practices on 153-acres in Castle Rock Township, Cannon River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$36,465.

**24.120** Motion by Zanmiller, second by Johnson to provide partial payment of \$12,155 to Andrew Mulvihill (24-IPP-06) for implementing soil health practices. Project funds are available through our FY23 Cannon River Watershed Based Implementation Funding grant with the Minnesota Board of Water and Soil Resources (BWSR) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Johnson, Raney, Zanmiller, Chamberlain, and Dee. Motion carried.

**15. Authorization to Provide Partial Payment to Andrew Endres for Soil Health Practices (3-year).**

Andrew Endres has implemented soil health practices on 157-acres in Vermillion Township, Vermillion River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$29,790.

**24.121** Motion by Johnson, second by Zanmiller to provide partial payment of \$12,285 to Andrew Endres (24-IPP-41) for implementing soil health practices. Project funds are available through our FY23 Vermillion River Watershed Based Implementation Funding grant with the Minnesota Board of Water and Soil Resources (BWSR) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Raney, Zanmiller, Chamberlain, Dee, and Johnson. Motion carried.

**16. Authorization to Provide Partial Payment to Ches Canyon Road LLC for Implementing Soil Health Practices (3-year).**

Ches Canyon Road LLC has implemented soil health practices on 76-acres in Nininger Township, Vermillion River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$15,430.

**24.122** Motion by Dee, second by Johnson to provide partial payment of \$2,610 to Ches Canyon Road LLC (24-IPP-42) for implementing soil health practices. Project funds are available through FY23 Vermillion River Watershed Based Implementation Funding grant with the Minnesota Board of Water and Soil Resources (BWSR) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Zanmiller, Chamberlain, Dee, Johnson, and Raney. Motion carried.

**17. Authorization to Provide Partial Payment to River Shore Properties LLC for Implementing Soil Health Practices (3-year).**

River Shore Properties LLC has implemented soil health practices on 69-acres in Nininger Township, Vermillion River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$10,695.

**24.123** Motion by Zanmiller, second by Johnson to provide partial payment of \$2,760 to River Shore Properties LLC (24-IPP-43) for implementing soil health practices. Project funds are available through FY23 Vermillion River Watershed Based Implementation Funding grant with the Minnesota Board of Water and Soil Resources (BWSR) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Chamberlain, Dee, Johnson, Raney, and Zanmiller. Motion carried.

**18. Authorization to Provide Partial Payment to Endres Family Farms LLP for Implementing Soil Health Practices (3-year).**

Endres Family Farms LLP has implemented soil health practices on 140-acres in Vermillion Township, Vermillion River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$27,300.

**24.124** Motion by Johnson, second by Dee to provide partial payment of \$11,200 to Endres Family Farms (24-IPP-45) for implementing soil health practices. Project funds are available through FY23 Vermillion River Watershed Based Implementation Funding grant with the Minnesota Board of Water and Soil Resources (BWSR) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Dee, Johnson, Raney, Zanmiller and Chamberlain. Motion carried.

**19. Authorization to Provide Partial Payment to Endres Farm Partnership under Three Contracts for Implementing Soil Health Practices (3-year).**

Endres Farm Partnership has implemented soil health services under three contracts on 352-acres on two fields in Hampton Township and one field in Vermillion Township, all in the Vermillion River Watershed and has been certified by staff. The projects were approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$62,055.

**24.125** Motion by Dee, second by Raney to provide partial payment of \$21,645 to Endres Farm Partnership (24-IPP-46, 24-IPP-50 and 24-IPP51) for implementing soil health practices. Project funds are available through FY22 Drinking Water Protection Project and FY23 Vermillion River Watershed Based Implementation Funding grants with the Minnesota Board of Water and Soil Resources (BWSR) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Johnson, Raney, Zanmiller, Chamberlain, and Dee. Motion carried.

**20. Authorization to Provide Partial Payment to David Legvold under Two Contracts for Implementing Soil Health Practices (3-year).**

David Legvold has implemented soil health practices under two contracts on 123-acres in Waterford and Castle Rock Townships, Cannon River Watershed and has been certified by staff. The projects were approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$28,290.

**24.126** Motion by Zanmiller, second by Johnson to provide partial payment of \$9,225 to David Legvold (24-IPP-30 and 24-IPP-33) for implementing soil health practices. Project funds are available through FY23 Cannon River Watershed Based Implementation Funding grant with the Minnesota Board of Water and Soil Resources (BWSR) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Raney, Zanmiller, Chamberlain, Dee, and Johnson. Motion carried.

**21. Authorization to Provide Partial Payment to Randy Volkert for Implementing Soil Health Practices (1-year).**

Randy Volkert has implemented soil health practices on 21-acres in Sciota Township, Cannon River Watershed and has been certified by staff. The project was approved for funding at the September 12, 2024 Board Meeting with an incentive payment not to exceed \$1,050.

**24.127** Motion by Dee, second by Johnson to provide partial payment of \$735 to Randy Volkert (24-IPP-63) for implementing soil health services. Project funds are available through FY24 Conservation Contracts Program with the Minnesota Board of Water and Soil Resources (formerly State Cost Share Program) and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Zanmiller, Chamberlain, Dee, Johnson, Raney, and. Motion carried.

**22. Authorization to Provide Final Payment to Randy Volkert under Two Contracts for Establishment of Cover Crops (1-year).**

Randy Volkert has established cover crops on two fields totaling 225-acres in Vermillion Township, Vermillion River Watershed and Sciota Township, Cannon River Watershed and has been certified by staff. The projects were approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$7,875.

**24.128** Motion by Dee, second by Johnson to provide final payment of \$7,875 to Randy Volkert (24-IPP-27 and 24-IPP-28) for establishment of cover crops. Project funds are available through our agreement with the Vermillion River Watershed Joint Powers Organization and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Chamberlain, Dee, Johnson, Raney, and Zanmiller. Motion carried.

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

Dave Stein has established cover crop on 43-acres in Douglas Township, Cannon River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$1,505.

**24.129** Motion by Raney, second by Johnson to provide final payment of \$1,505 to Dave Stein (24-IPP-61) for establishing cover crops. Project funds are available through the Dakota County Capital Improvement Program (CIP). Members voting in favor: Dee, Johnson, Raney, Zanmiller, and Chamberlain. Motion carried.

**24. Authorization to Provide Final Payment to DST LLP under Two Contracts for Establishment of a Cover Crop (1-year).**

DST LLP has established cover crops on two fields totaling 153-acres in Douglas Township, Cannon River Watershed and has been certified by staff. The projects were approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$5,355.

**24.130** Motion by Johnson, second by Zanmiller to provide final payment of \$5,355 to DST LLP (24-IPP-56 and 24-IPP-57) for establishing cover crops. Project funds are available through our agreement with the North Cannon River Watershed Management Organization and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Johnson, Raney, Zanmiller, Chamberlain, and Dee. Motion carried.

**25. Authorization to Provide Final Payment to Kevin Bauer for Cover Crop (1-year).**

Kevin Bauer has established cover crop on 160-acres in Marshan Township, Vermillion River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$5,600.

**24.131** Motion by Zanmiller, second by Johnson to provide final payment of \$5,600 to Kevin Bauer (24-IPP-59) for establishing cover crop. Project funds are available through our agreement with the Vermillion River Watershed Joint Powers Organization. Members voting in favor: Raney, Zanmiller, Chamberlain, Dee, and Johnson. Motion carried.

**26. Authorization to Provide Final Payment to Pat Maher under Two Contracts for Cover Crop (1-year).**

Pat Maher has established cover crop on 155-acres in Marshan Township, Vermillion River Watershed and has been certified by staff. The projects were approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$5,425.

**24.132** Motion by Raney, second by Zanmiller to provide final payment of \$5,425 to Pat Maher (24-IPP-23 and 24-IPP-24) for establishing cover crop. Project funds are available through our agreement with the Vermillion River Watershed Joint Powers Organization and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Zanmiller, Chamberlain, Dee, Johnson, and Raney. Motion carried.

**27. Authorization to Provide Final Payment to Anna Brenna for Native Prairie with Pollinator Habitat.**

Anna Brenna has installed a native prairie with pollinator habitat on .5-acres in Inver Grove Heights, Vermillion River Watershed and has been certified by staff. The project was approved for funding at the May 9, 2024 Board meeting with an incentive payment not to exceed \$2,000.

**24.133** Motion by Johnson, second by Raney to provide final payment of \$2,000 to Anna Brenna (24-IPP-34) for installation of a native prairie with pollinator habitat. Project funds are available through the Dakota County Capital Improvement Program (CIP). Members voting in favor: Chamberlain, Dee, Johnson, Raney, and Zanmiller. Motion carried.

**28. Authorization to Provide Final Payment to Bruce and Karolyn Riley for Installation of Native Prairie with Pollinator Habitat.**

Bruce and Karolyn Riley have installed a native prairie with pollinator habitat on .6-acres in Egan, Minnesota River Watershed and has been certified by staff. The project was approved for funding at the October 12, 2023 Board meeting with an incentive payment not to exceed \$1,800.

**24.134** Motion by Dee, second by Johnson to provide final payment of \$1,800 to Bruce and Karolyn Riley (23-IPP-46) for installation of a native prairie and pollinator habitat. Project funds are available through the Dakota County Capital Improvement Program (CIP). Members voting in favor: Dee, Johnson, Raney, Zanmiller, and Chamberlain. Motion carried.

**29. Authorization to Provide Final Payment to Hoff Trust for Installation of Water and Sediment Control Basin.**  
Hoff Trust has installed two water and sediment control basins in Eureka Township, Cannon River Watershed and has been certified by staff. The project was approved for funding at the October 10, 2024 board meeting with an incentive payment not to exceed \$14,620.

**24.135** Motion by Dee, second by Johnson to provide final payment of \$14,620 to Hoff Trust (24-IPP-65) for installation of two water and sediment control basins. Project funds are available through FY24 Conservation Contracts Program with the Minnesota Board of Water and Soil Resources (formerly State Cost Share Program). Members voting in favor: Johnson, Raney, Zanmiller, Chamberlain, and Dee. Motion carried.

**30. Authorization to Provide Final Payment to City of Mendota Heights for Installation of Bioretention Basins.**  
The City of Mendota Heights has installed three bioretention basins in the City of Mendota Heights, Minnesota River Watershed and has been certified by staff. The project was approved for funding at the September 14, 2023 Board meeting with an incentive payment not to exceed \$32,640.

**24.136** Motion by Raney, second by Dee to provide final payment of \$31,435.33 to the City of Mendota Heights (23-CCP-02) for installation of three bioretention basins. Project funds are available through FY21 Mississippi River grant with the Minnesota Board of Water and Soil Resources and the Dakota County Capital Improvement Program (CIP). Members voting in favor: Raney, Zanmiller, Chamberlain, Dee, and Johnson. Motion carried.

**31. Authorization to Execute Contract with Joel Barsness for Installation of Native Prairie with Pollinator Habitat.**

Joel Barsness is proposing to install a .9-acre native prairie with pollinator habitat in Castle Rock Township, Cannon River Watershed. Project funds are available through our FY22 Drinking Water Protection Project grant and the Dakota County Capital Improvement Program (CIP).

**24.137** Motion by Johnson, second by Dee to execute contract with Joel Barsness (24-IPP-67) not to exceed \$2,295 for installation of native prairie with pollinator habitat. Members voting in favor: Zanmiller, Chamberlain, Dee, Johnson, and Raney. Motion carried.

**32. Authorization to Execute a 5-Year Joint Powers Agreement with the Vermillion River Watershed Joint Powers Organization for 2025–2029 Services.**

The SWCD has typically entered into annual agreements with Vermillion River Watershed Joint Powers Organization (VRWJPO). Vermillion staff and Board were supportive of transitioning to a 5-year agreement, similar to the SWCD's agreement with Dakota County. A longer-term agreement is beneficial to the SWCD because it allows us to enter into multi-year cost-share contracts. The work plan tasks remain the same as previous years. Total annual base fee is \$146,000 and the annual not-to-exceed amount is \$300,500. This is an increase of \$49,500 from 2024.

**24.138** Motion by Dee, second by Raney to execute a 5-year joint powers agreement with Vermillion River Watershed Joint Powers Organization for 2025-2029 Services. All members voting in favor. Motion carried.

**33. Adopt 2025 Budget.**

The Finance Committee met on October 31, 2024 to review a draft 2025 budget. The Personnel Committee met on December 10, 2024 to discuss the draft 2025 budget specific to payroll and staffing. The draft 2025 budget is \$2,729,470 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 2025 budget.

**24.139** Motion by Dee, second by Johnson to adopt 2025 budget. All members voting in favor. Motion carried.

**34. Establish Board Meeting Schedule for 2025.**

For the past five years our monthly Board meetings have been held at 9:00 a.m. on the 2nd Thursday of the month. For calendar year 2025 the following days would be listed for monthly Board meetings:

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

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.

**24.140** Motion by Dee, second by Zanmiller to approve the Board meeting schedule for 2025. All members voting in favor. Motion carried.

#### **Announcements and Reports**

##### **Natural Resources Conservation Service**

The Natural Resources Conservation Service report was provided by Matt Lundberg and shared by Ashley Gallagher. A program update was provided.

##### **Dakota County**

The Dakota County report was provided by Valerie Neppl. Neppl provided a staff update, grant and programs update.

##### **Cannon River Watershed Joint Powers Board**

No report provided.

##### **Vermillion River Watershed Joint Powers Organization**

No report provided.

##### **Metropolitan Conservation Districts Joint Power Board**

The Metropolitan Conservation Districts Joint Power Board was provided by Supervisor Zanmiller. Zanmiller reported the competitive grant for enhanced street sweeping was not approved by BWSR at today's meeting.

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

No report provided.

##### **District Managers Report**

Gallagher presented the tree sale brochure for 2025 and provided a staffing update.

##### **Board of Supervisors Announcements**

No report provided.

##### **Minnesota Board of Water and Soil Resources**

No report provided.

#### **16. Upcoming Events**

The upcoming events were reviewed.

Supervisor Johnson left the meeting.

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

**24.141** Motion by Zanmiller, second by Johnson 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 6-month performance review. The Personnel Committee had previously met to conduct the review. The following were present, Supervisors Zanmiller, Chamberlain, Raney, Dee and Ashley Gallagher, District Manager.

**24.142** Motion by Zanmiller, second by Dee to come out of closed session. All members voting in favor. Motion carried.

**Adjourn**

**24.143** Motion by Dee, second by Zanmiller to adjourn. All members voting in favor. Motion carried. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Bruce Johnson  
Secretary