



## AGENDA

### Dakota County Soil and Water Conservation District Board Meeting

Thursday, January 9, 2025 - 9:00 a.m.

Meeting Room 1 – Dakota County Extension and Conservation Center

4100 220<sup>th</sup> Street Farmington, MN 55024

1. Call to Order
2. Pledge of Allegiance
3. Election of 2025 Officers
4. Audience  
*Anyone wishing to address the Board regarding an item that is not on the agenda may come forward at this time. Comments are limited to five minutes.*
5. Approval of Agenda (Additions/Corrections/Deletions)
6. Presentation – Landscaping for Clean Water - 2024 Summary and 2025 Outreach Plan

## CONSENT AGENDA

*To be adopted under one motion unless a request is made to move an item to Regular Agenda for discussion*

7. Approval of December 19, 2024 Meeting Minutes
8. Approval of January 9, 2025 Accounts Payable
9. Designate 2025 Financial Depositories as Vermillion State Bank and Castle Rock Bank
10. Designate 2025 Official Newspaper as the Dakota County Tribune
11. Adopt 2025 Board Operating Rules and Guidelines
12. Approval of 2025 Membership Dues
  - 12.1 Metropolitan Conservation Districts Joint Powers Board
  - 12.2 Cannon River Watershed Joint Powers Board
  - 12.3 Minnesota Association of Soil and Water Conservation Districts
  - 12.4 National Association of Conservation Districts

## REGULAR AGENDA

13. Authorization to Provide Final Payment to Sharing Our Roots for Installation of Native Prairie with Pollinator Habitat Action
14. Authorization to Execute Contract with David Ray for Installation of Native Prairie with Pollinator Habitat Action
15. Authorization to Execute Joint Powers Agreement with MN Department of Natural Resources for Walk-in Access Program Action
16. Authorization to Execute Joint Powers Agreement with Lower MN Watershed District for 2025 Services Action
17. Authorization to Execute Joint Powers Agreement with

- Black Dog Watershed Management Organization for 2025 Services Action
- 18. Establish Board Committees and Appointments for 2025 Action
- 19. Announcements and Reports
  - Natural Resources Conservation Service
  - Dakota County
  - Cannon River Watershed Joint Powers Board
  - Vermillion River Watershed Joint Powers Organization
  - Metropolitan Conservation Districts Joint Powers Board
  - Minnesota Association of Soil and Water Conservation Districts
  - District Managers Report
  - Board of Supervisor Announcements
- 20. Upcoming Events
  - January 15, 2025      North Cannon River Watershed Management Organization Meeting  
Hampton Town Hall, 5450 260th Street East, Randolph – 7:00 p.m.
  - January 15, 2025      Black Dog Watershed Management Organization Meeting  
Burnsville Maintenance Facility, 13713 Frontier Court, Burnsville – 5:00 p.m.
  - January 15, 2025      Lower Minnesota River Watershed District Meeting  
Chaska City Hall, 1 City Hall Plaza, Chaska – 7:00 p.m.
  - January 23, 2025      Vermillion River Watershed Joint Powers Board Meeting  
Extension and Conservation Center, 4100 220th Street West, Farmington – 1:00 p.m.
  - February 5, 2025      Cannon River Watershed Joint Powers Board Meeting  
Straight River Room, Rice County Fairgrounds, Faribault – 9:00 a.m.
  - February 12, 2025      Lower Mississippi River Watershed Management Organization Meeting  
West St Paul - Location TBD – 3:00 p.m.
  - February 13, 2025      Dakota County Soil and Water Conservation District Board Meeting  
Extension and Conservation Center, 4100 220<sup>th</sup> Street West, Farmington – 9:00 a.m.
- 21. Adjourn



# 2024 LANDSCAPING FOR CLEAN WATER PROGRAM SUMMARY

Providing landowners the skills & resources to improve water quality and provide habitat for pollinators with raingardens, native gardens, and native shoreline plantings.

## LANDSCAPING FOR CLEAN WATER



Dakota County Soil and  
Water Conservation District



The Landscaping for Clean Water program Introduction class, Design course, Maintenance workshop, and Natural Shoreline workshop, were offered both *in-person* and *virtually* in 2024.

### 2024 BY THE NUMBERS

197	INDIVIDUALS PARTICIPATED IN INTRODUCTION CLASSES
127	PROJECTS DESIGNED THROUGH THE DESIGN COURSE
44	RAINGARDENS & NATIVE GARDENS & SHORELINES INSTALLED
22	INDIVIDUALS PARTICIPATED IN THE MAINTENANCE WORKSHOP
23	INDIVIDUALS ATTENDED THE NATURAL SHORELINE WORKSHOP



*"The Intro class opened my eyes to so many possibilities. I left excited to take the next step with a planting at my house!"*

*"Thank you Dakota SWCD for a wonderful program. I appreciate the support and guidance. Can't wait to do another project next year!"*

LCW Participants

### 2024 FINANCIAL CONTRIBUTORS



# 2024

# LANDSCAPING FOR CLEAN WATER PROGRAM SUMMARY

Thank you to everyone who helped to reduce pollution, improve water quality, and increase pollinator habitat on your property this year! Participation at any level - attending the Introduction to Clean Water Class, installing a project with the Design Course, picking up tips at the Maintenance Workshop, or learned how native plantings along a shoreline benefit both terrestrial and aquatic habitat, helps to spread interest and know-how to all corners of Dakota County.

### Summary of the 2024 Participants by City

#### Apple Valley

Introduction class attendees	27
Projects designed	22
Installed raingardens	3
Installed native gardens	6
Installed shoreline planting	1

#### Burnsville

Introduction class attendees	35
Projects designed	28
Installed raingardens	4
Installed native gardens	8
Installed shoreline planting	1

#### Eagan

Introduction class attendees	18
Projects designed	10
Installed raingardens	1
Installed native gardens	2

#### Farmington

Introduction class attendees	10
Projects designed	6
Installed raingardens	1

#### Hastings

Introduction class attendees	2
Projects designed	1

#### Inver Grove Heights

Introduction class attendees	14
Projects designed	8
Installed raingardens	3
Installed native gardens	2

#### Lakeville

Introduction class attendees	18
Projects designed	12
Installed raingardens	2
Installed native gardens	1

#### Mendota Heights

Introduction class attendees	2
Projects designed	2

#### Northfield

Introduction class attendees	5
Projects designed	4
Installed raingardens	1

#### Rosemount

Introduction class attendees	38
Projects designed	19
Installed raingardens	5

#### South Saint Paul

Introduction class attendees	6
Projects designed	3
Installed raingardens	1

#### West Saint Paul

Introduction class attendees	8
Projects designed	7
Installed native gardens	2



### 2024 PARTNERS

#### Dakota County Ramsey County Cities

- Apple Valley
- Burnsville
- Eagan
- Farmington
- Hastings
- Inver Grove Heights
- Lakeville
- Saint Paul
- South St Paul
- Rosemount
- West St Paul



### EIGHTEEN YEARS OF CLEAN WATER ACCOMPLISHMENTS

Program Participants  
2007-2024 **5,940**

Projects Completed  
2007-2024 **810**



# 2024 Black Dog WMO Landscaping for Clean Water Project Summary



## 2024 Landscaping for Clean Water Projects

### Black Dog WMO

Total Available WS LCW Partner Funding	<b>\$13,500</b>
Landowner incentives	\$4,500
Technical Assistance	\$9,000

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**Grants Available** **18**

**Complete Projects** **16**

**Average Sq Ft** **560.13**

**Average Cost** **\$1,310.69**

Project Type	Number
Raingarden	4
Native Garden	11
Shoreline	1

City	Raingarden	Native Garden	Shoreline
Apple Valley	0	2	0
Burnsville	4	8	1
Lakeville	0	1	0

Project ID	First	Last	Practice	City	Sq ft	Cost Est.
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#### Round 1 - May 1

1	24-BNV-038	Ashley + Joseph	Burdge + Woodward	NG	Burnsville	880	\$2,304.00
2	24-BNV-039	Anne Marie	DeBoard	RG	Burnsville	109	\$2,941.00
3	24-BNV-040	Lynette	Dunsworth	RG	Burnsville	200	\$674.00
4	24-APV-041	Michelle	Grannes	NG	Apple Valley	714	\$1,062.00
5	24-BNV-042	Julie & Mark	Holmquist	NG	Burnsville	140	\$387.00
6	24-BNV-044	Sean	Quinn	NG	Burnsville	4500	\$2,105.00
7	24-BNV-046	Jefferson	Slinkard	NG	Burnsville	380	\$854.00
8	24-BNV-047	Amy	Wick	RG	Burnsville	150	\$1,047.00
9	24-BNV-048	Brooke & Cameron	Vierling/Wing	NG	Burnsville	320	\$918.00
10	24-APV-064	Mackenzie	Vanderbeek	NG	Apple Valley	230	\$840.00
11	24-BNV-065	Susan	Brown	NG	Burnsville	100	\$280.00

#### Round 2 - May 29

12	24-BNV-104	Coral	Swanlund	NG	Burnsville	244	\$1,997.00
13	24-BNV-106	Janet & Bob	Stroup & Boecher	NG	Burnsville	632	\$3,740.00
14	24-LKV-107	Elizabeth & Jenna	Hacker & Grey Eagle	NG	Lakeville	255	\$848.25

#### Round 3 - July 10

15	24-BNV_125	Kara	Heupel	RG	Burnsville	108	\$546.50
16	24-BNV-128	Kenneth & Rita	Britton	SL	Burnsville		\$427.30



2024  
Eagan - Inver Grove Heights WMO  
Landscaping for Clean Water  
Project Summary



2024 Landscaping for Clean Water Projects

Eagan - Inver Grove Heights WMO

Total Available WS LCW Partner Funding	\$9,000
Landowner incentives	\$3,000
Technical Assistance	\$6,000

Grants Available	12
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Complete Projects	3
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Average Sq Ft	166.00
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Average Cost	\$478.67
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Project Type	Number
Raingarden	1
Native Garden	2
Shoreline	0

City	Raingarden	Native Garden	Shoreline
Eagan	1	2	0

Project ID	First	Last	Practice	City	Sq ft	Cost Est.
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Round 1 - May 1

1	24-EGN-049	Nicholas	Fruci	NG	Eagan	200	\$309.00
2	24-EGN-050	Julie	Wavrunek	RG	Eagan	128	\$827.00

Round 2 - May 29

3	24-EGN-108	Linda	Olson	NG	Eagan	170	\$300.00
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## 2024 Lower Mississippi River WMO Landscaping for Clean Water Project Summary



### 2024 Landscaping for Clean Water Projects

#### Lower Mississippi River WMO

Total Available WS LCW Partner Funding	\$15,000
Landowner incentives	\$5,000
Technical Assistance	\$10,000

**Grants Available** **16**

**Complete Projects** **8**

**Average Sq Ft** **350.88**

**Average Cost** **\$618.97**

Project Type	Number
Raingarden	4
Native Garden	4
Shoreline	0

City	Raingarden	Native Garden	Shoreline
Inver Grove Heights	3	2	0
South St Paul	1	0	0
West St Paul	0	2	0

Project ID	First	Last	Practice	City	Sq ft	Cost Est.
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#### Round 1 - May 1

1	24-WSP-051	Emily	Benson	NG	West St Paul	1600	\$390.00
2	24-WSP-052	Liz	Deziel	NG	West St Paul	275	\$480.00
3	24-IGH-053	Steven & Nicole	Errante	RG	Inver Grove Heights	100	\$379.00
4	24-SSP-054	Andrew	Hein	RG	South St Paul	120	\$424.00

#### Round 2 - May 29

5	24-IGH-077	Melvyn	Leach	NG	Inver Grove Heights	200	\$1,255.00
6	24-IGH-099	Chris	Maley	NG	Inver Grove Heights	150	\$560.00
7	24-IGH-109	Mark	Nordstrom	RG	Inver Grove Heights	200	\$513.79
8	24-IGH-111	Alyssa	Schell	RG	Inver Grove Heights	162	\$950.00



## 2024 Vermillion River WMO Landscaping for Clean Water Project Summary



### 2024 Landscaping for Clean Water Projects

#### Vermillion River JPO

Total Available WS LCW Partner Funding	\$18,750
Landowner incentives	\$6,250
Technical Assistance	\$12,500

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**Grants Available** **25**

**Complete Projects** **16**

**Average Sq Ft** **187.63**

**Average Cost** **\$867.53**

Project Type	Number
Raingarden	11
Native Garden	4
Shoreline	1

City	Raingarden	Native Garden	Shoreline
Apple Valley	3	4	1
Farmington	1	0	0
Lakeville	2	0	0
Rosemount	5	0	0

Project ID	First	Last	Practice	City	Sq ft	Cost Est.
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#### Round 1 - May 1

1	24-APV-055	Tillery	Bailey	RG	Apple valley	144	\$583.00
2	24-APV-056	Kevin	Boeckenstedt	SL	Apple Valley	180	\$1,189.00
3	24-LKV-057	Mary	Case-Candell	RG	Lakeville	200	\$1,350.00
4	24-APV-058	Heather	Desilet	RG	Apple Valley	400	\$713.00
5	24-ROS-059	Robyn	Deusterman	RG	Rosemount	173	\$600.00
6	24-FRM-060	Betty	Eriksen	RG	Farmington	100	\$906.00
7	24-APV-061	Payton	McCarthy	NG	Apple Valley	100	\$425.00
8	24-LKV-062	Valerie	Neppl	RG	Lakeville	130	\$876.00
9	24-ROS-063	Benjamin & Loni	Omberg & Cich	RG	Rosemount	400	\$1,102.00

#### Round 2 - May 29

10	24-ROS-101	Amy & Bray	Parker	RG	Rosemount	140	\$965.00
11	24-APV-100	Jeffrey & Sarah	Boots	NG	Apple Valley	100	\$905.50
12	24-APV-103	Caroline	Sell	RG	Apple Valley	100	\$735.00
13	24-ROS-102	Melissa & Jason	Pond-Benesh & Benesh	RG	Rosemount	180	\$1,500.00

#### Round 3 - July 10

14	24-APV-120	Ivan	Kronkvist	NG	Apple Valley	200	\$774.00
15	24-APV-127	Igor	Dudchenko	NG	Apple Valley	180	\$437.00
16	24-ROS-122	Chris	Hoffman	RG	Rosemount	275	\$820.00





## 2024 North Cannon River WMO Landscaping for Clean Water Project Summary



### 2024 Landscaping for Clean Water Projects

#### North Cannon River

Total Available WS LCW Partner Funding	\$2,250
Landowner incentives	\$750
Technical Assistance	\$1,500
<b>Grants Available</b>	<b>3</b>

Complete Projects 1

Average Sq Ft 183.00  
 Average Cost \$749.00

Project Type	Number
Raingarden	1
Native Garden	0
Shoreline	0

City	Raingarden	Native Garden	Shoreline
Northfield	1	0	0
	0	0	0
	0	0	0

Project ID	First	Last	Practice	City	Sq ft	Cost Est.
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#### Round 1 - May 1

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#### Round 2 - May 29

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#### Round 3 - July 10

1	24-NRT-124	Kris	Vatter	RG	Northfield	183	\$749.00
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## 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 Eagan, 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

**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Consent Agenda**

Request for Board Action

Roll Call Vote

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Meeting Date: 1/9/2025

Prepared by: Ashley Gallagher

**PURPOSE/ACTION REQUESTED:**

Designate 2025 financial depositories

**SUMMARY:**

The Office of the State Auditor recommends that at the first meeting of a calendar year, local government entities designate official depositories for their funds.

Staff is recommending we continue to use the Castle Rock Bank as our primary financial depository and the Vermillion State Bank as our secondary financial depository.

**EXPLANATION OF FISCAL/FTE IMPACT:**

None

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**Supporting Documents:**

None

**Previous Board Action:**

None

**10. Designate 2025 Official Newspaper**

**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Consent Agenda**

Request for Board Action

Roll Call Vote

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Meeting Date: 1/9/2025

Prepared by: Ashley Gallagher

**PURPOSE/ACTION REQUESTED:**

Designate 2025 official newspaper as the Dakota County Tribune

**SUMMARY:**

The SWCD at times needs to post mandatory public notices under State law. To reduce the costs of printing in multiple newspapers, it is recommended that an official newspaper be designated for this purpose. When State law require us to post a public notice, other media outlets will be used such as our web site, social media and building bulletin Boards. This requested Board action does not include routine press releases which are sent to multiple media outlets and are printed at their discretion.

It is recommended that we utilize the Dakota County Tribune as our official newspaper for 2025.

**EXPLANATION OF FISCAL/FTE IMPACT:**

None

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**Supporting Documents:**

None

**Previous Board Action:**

None

**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Consent Agenda**

Request for Board Action

Roll Call Vote

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Meeting Date: 1/9/2025

Prepared by: Ashley Gallagher

**PURPOSE/ACTION REQUESTED:**

Adopt 2025 Board Operating Rules and Guidelines.

**SUMMARY:**

Annually the Board of Supervisors adopts Operating Rules and Guidelines. Updates were made before the Board adopted the Operating Rules and Guidelines in 2024. The document was reviewed by staff with the Personnel Committee in December. The only proposed change for the 2025 Board Operating Rules and Guidelines is to update the Board Member list.

**EXPLANATION OF FISCAL/FTE IMPACT:**

None

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**Supporting Documents:**

Draft 2024 Board Operating Rules and Guidelines

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**Previous Board Action:**

None

Dakota County Soil and Water Conservation District  
*2025 Board Operating Rules and Guidelines*



**Vision**

*Clean Water and Healthy Soil*

**Mission**

*Partners in Land and Water Conservation*

# Dakota County Soil and Water Conservation District Board Members 2025

District I		Kevin Chamberlain
District II		Laura Zanmiller
District III		Brian Raney
District IV		Bruce Johnson
District V		Jayne Hager Dee

Dakota County Soil and Water Conservation District Board  
Dakota County Extension and Conservation Center  
4100 220<sup>th</sup> Street West, Suite 102  
Farmington, MN 55024  
651-480-7777  
[www.dakotaswcd.org](http://www.dakotaswcd.org)

These Operating Rules and Guidelines were adopted on January 9, 2025

# DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT BOARD

## OPERATING RULES AND GUIDELINES

### INTRODUCTION

The Dakota County Soil and Water Conservation District (SWCD) is a soil and water conservation district established and operated pursuant to Chapter 103C of Minnesota Statutes and governed by an elected Board (Board). These rules are intended to facilitate the transaction of business by the SWCD Board and its committees.

These rules shall become effective upon passage by the SWCD Board. Acceptance of the office of a SWCD Board member constitutes acceptance of the obligation to abide by these Rules.

### ARTICLE 1

#### TRANSACTING THE BUSINESS OF THE SWCD

**1. Organizational Structure.** The Board shall manage the business and affairs of the SWCD. It is collectively the responsibility of the Board to make policy and oversee the implementation of policy as the governing authority for the SWCD. An individual Board member has no authority to act on behalf of the Board or the SWCD, except to the extent such authority is expressly conferred upon him/her by a majority of the Board. The Board implements its policies by hiring, supervising and directing the District Manager. The District Manager is responsible for implementing policies adopted by the Board and for hiring, supervising and directing the staff of the Dakota County SWCD.

**2. Vacancies.** A vacancy in the Board resulting from the death, resignation, removal or disqualification of a Board member shall be filled in accordance with Minnesota Statute. If filling Board vacancies by appointment, a majority vote of the remaining members of the Board will be used, although less than a quorum may be applicable. A Board member elected shall serve until a successor is elected.

#### **3. Officers and Committees**

- a. **Terms of Office.** The term of each Board member is four years, except as otherwise established pursuant to Minnesota Statute.

- b. **Chair.** In addition to such other powers or duties as the Board may stipulate, the Chair shall preside over the debate. The Chair shall sign contracts and agreements on behalf of the SWCD or designate such authority through Board action. The Chair shall have such other powers as may be granted by Minnesota law.
- c. **Vice Chair.** The Board shall appoint a Vice Chair, the Vice Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair, and shall perform such other duties as the Board may prescribe.
- d. **Treasurer.** In addition to such other powers or duties as the Chair or the Board may prescribe, the Treasurer shall have such other powers as may be granted by Minnesota law. The Treasurer shall, in the absence or disability of both the Chair and Vice Chair, perform the duties and exercise the powers of the Chair.
- e. **Secretary.** The Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book kept for that purpose. The Secretary shall also perform such other duties prescribed by the Board.
- f. **Public Relations and Information Officer.** The Public Relations and Information Officer shall examine ways to publicize SWCD activities. The Public Relations and Information Officer shall also perform other duties as prescribed by the Board.
- g. **Committees.** The Board may establish committees composed of one or more members to carry out the functions specified in the resolution of the Board establishing the Committee. Committees so established are subject at all times to the direction and control of the Board. These Rules apply to such committees and members of such committees to the same extent as they apply to the Board.
- h. **Vacancy.** If the office of any officer or committee assignment becomes vacant, the Board members then in office, although less than a quorum may choose a successor, who shall hold office for the unexpired term in respect of which such vacancy occurred.

**4. Meetings.** The business of the Board is transacted during meetings and upon a vote of a majority of the members present. Board meetings shall be conducted in accordance with Minnesota Statutes Sections 103C.301-.335, the Minnesota Open Meeting Law, the Minnesota Government Data Practices Act and current version of Robert's Rules of Order.

- a. **Organizational Meeting.** Each January, the Board shall conduct an organizational meeting, which may be a regular monthly meeting, at which the Board shall elect a



Chair, Vice Chair, Treasurer, Secretary, and Public Relations and Information Officer.

- b. **Notice.** Meetings of the Board may be convened only after proper notice. The type of notice depends upon the type of meeting. The regular meeting of the Board shall be held on the dates and at the place and time established by the Board. The date, time and place of regular meetings shall be posted or published. If the time or place of a regular meeting is changed, notice of the time and place of the meeting must be given in the manner of a special meeting. Special meetings may be called by the Board Chair or upon the written request of any three Board members. Notice of special meetings shall be provided to Board members (and the public in the manner described by the Open Meeting Law) at least 72 hours before the meeting. Emergency meetings may be called only in situations that demand the immediate attention of the Board. Notice of the emergency meetings shall be given by telephone or any other available means as soon as is practical prior to the meeting. The notice of a special or emergency meeting must include a description of the business to be conducted. The business transacted at a special or emergency meeting shall be limited to items specifically contained in the notice of the meeting. The District Manager shall provide to the Board meeting agendas and relevant materials to be reviewed or discussed at the meeting at least three days prior to the meeting.
- c. **Quorum.** A majority of the total number of Board members constitutes a quorum. No business may be conducted by the Board unless a quorum is present.
- d. **Actual Attendance Required.** Actual attendance is required in order to cast a vote or to meet quorum requirements with the exception of remote attendance through interactive technology options applicable under Minnesota Statute 13D. Votes may not be cast by proxy whereby a Board member delegates voting power to a representative in their absence. Failure to attend more than five (5) meetings in a row without a reasonable excuse shall constitute neglect of duty within the meaning of Minn. Stat. 103C.315 and shall subject the Board member to the sanctions set forth in these Rules.
- e. **Decorum at Meetings.** Board members are expected to conduct themselves at Board meetings in a pleasant, polite, courteous and respectful manner. Board members shall refrain from speaking until the chair has recognized them, and shall strive not to speak while another Board member, a staff member or a member of the public has the floor.

There shall be no name-calling or profanity. Indecorous language or behavior shall be grounds for the imposition of sanctions as set forth in these Rules.

**5. Government Data.** The government Data Practices Act, Minn. Stat. Ch. 13, applies to SWCD. The Act specifies that each public body must designate a "responsible authority" to handle requests for data. The "responsible authority" for the SWCD is the District Manager. Thus, all requests or inquiries regarding SWCD data received or made by a Board member must be forwarded to the District Manager. The District Manager shall be responsible for searching for the data, classifying the data within the scope of the request and for making the specific response to the request for data. The District Manager and SWCD staff are obligated to provide a Board member with data he/she needs in order to carry out his/her duties. Thus, SWCD data should not be accessed or modified by a Board member.

## **ARTICLE 2 RULES OF CONDUCT**

**1. Employee Policies Applicable to Board Members.** The following policies set forth in Dakota SWCD Policy and Procedures Manual or County Policy shall apply to Board members:

- Personal Use of County or SWCD Property (County Policy (1011))
- Discrimination, Harassment, and Retaliation (Policy 3042)
- Drug and Alcohol Free Workplace (County Policy 3282)
- Travel on County Business (County Policy 3340)

However, the disciplinary portions of these policies shall not apply to Board members. A Board member who violates any of these policies shall be considered to have engaged in "malfeasance" or "neglect of duty" within the meaning of Minn. Stat. § 103C.315 and may be sanctioned as set forth in these Rules.

- a. **Action in furtherance of Mission.** The Board is a policy-making body and must act as a majority when making any determinations. Therefore, it is imperative that each Board member act in a manner consistent with and in furtherance of the policies, mission and core values established by the majority of the Board. Therefore, when a Board member appears in public and speaks on any issue concerning the SWCD and/or its general mission or specific projects or practices, such Board member shall express the official Board position on the issue. If a Board member personally disagrees with the Board's position, the Board member shall only express his/her

personal opinion if the Board member first:

- Presents the official position of the Board;
- Clearly explains that his/her personal position is the minority position; and
- Explains that s/he is speaking as a citizen rather than expressing the opinion of the Board.

b. **Per Diem and Reimbursement of Travel Expenses Incurred on Behalf of the**

**SWCD.** A Board member shall receive compensation for services up to \$125 per day, and may be reimbursed for expenses, including traveling expense, necessarily incurred in the discharge of duties. A Board member may be reimbursed for the use of their automobile in the performance of official duties at a rate up to the maximum tax-deductible mileage rate permitted under the federal Internal Revenue code. (Mn Statutes 103C.315 Subd.4.) Approval must be obtained from the Board for all out-of-state travel. All reimbursements for travel related expenses require the appropriate receipts.

The following organizations and agencies are recognized as being fundamental partners in the SWCDs activities for which attendance of functions shall be presumed to be in furtherance of the goals of the SWCD:

- Dakota County Board of Commissioners
- Dakota County Watershed Organizations, Cities and Townships
- Minnesota Association of Soil and Water Conservation Districts
- Metropolitan Conservation Districts Joint Powers Board
- Minnesota Board of Water and Soil Resources
- Minnesota Department of Agriculture
- Minnesota Department of Natural Resources
- Minnesota Pollution Control Agency
- Minnesota Legislature
- National Association of Conservation Districts
- Natural Resources Conservation Service

Board members may attend meetings of the aforementioned organizations and agencies and may be eligible for the collection of per diem payments and reimbursement of appropriate travel expenses without obtaining prior approval by the Board. However, approval must be obtained from the Board for all out-of-state travel. All reimbursements for travel related expenses require the appropriate receipts.

## **2. Interaction with SWCD Staff.**

- a. **Direction and Assignment of Work.** The Board shall direct and assign the work of the District Manager. The District Manager shall direct and assign the work of all other SWCD staff.
- b. **Supervision, Evaluation and Discipline of Staff.** While a Board member may provide input to the District Manager, the District Manager and not the Board shall be responsible for the supervision, evaluation and discipline of individual staff. However, nothing shall preclude the District Manager from eliciting the assistance of the Board, an Officer or an individual Board member in the performance of the District Manager's duties as personnel manager.
- c. **Problem Resolution.** If a problem arises between a Board member and a staff person, it is expected that the individuals involved will seek to resolve the problem promptly. If they are unable to resolve the problem, the District Manager shall intervene. It is the responsibility of the District Manager to deal with the involved staff member and the responsibility of the Board to deal with the involved Board member. If a problem arises between the District Manager and a Board member, the District Manager and the Board member shall make all attempts to resolve the issue themselves. If sincere and diligent attempts by both parties do not resolve the issue, then the District Manager and the Board member shall present the situation jointly to the Board. The Board shall resolve all such disputes brought before it and its decision shall be final.

## **ARTICLE 3**

### **ETHICS POLICY**

**1. Legislative Purpose.** Officials in public service must maintain the highest possible standards of ethical conduct in their transaction of public business. Such standards should be clearly defined and known to the public as well as to local officials. Furthermore, the proper operation of democratic government requires that local officials be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of this government. In recognition of these goals, there is hereby established a Code of Ethics for all Board members. The purpose of this Code

is to establish ethical standards of conduct for all Board members by setting forth those acts or actions that are incompatible with the best interest of the people of Dakota County, and by directing disclosure by Board members private financial or other interest in matters affecting the County and SWCD.

## **2. Definitions.**

- a. *Administrative action* means an action of a nonministerial nature by any Board member.
- b. *Legislative action* means introduction, sponsorship, debate, voting and any other official action on any ordinance, resolution amendment, nomination, appointment, report or other matter pending or proposed before the Board.
- c. *Candidate* means any individual who files an affidavit of candidacy or petition to appear on the ballot for an elective public office.
- d. *Election* means a general, special, primary or special primary election.
- e. *Local official* as defined in Minnesota Statutes, Section 10A.01 means a person who holds elective office in a political subdivision or who is appointed to or employed in a public position in a political subdivision in which the person has authority to make, to recommend, or to vote on as a member of the governing body, major decisions regarding the expenditure or investment of public money and shall include the Board members, who are elected officials.

**3. Conflicts of Interest.** Any member of the Board who in the discharge of his or her official duties would be required to take an administrative or legislative action or make a decision which would substantially affect his or her financial interest or those of a business with which he or she is associated (hereafter the affected person), unless the effect of the affected person would be no greater than on other members of his or her business classification, profession or occupation, shall take the following actions:

- The affected person shall prepare, on such form as prescribed by the state ethical practices board, a written statement describing the matter requiring action or decision and the nature of his or her potential conflict of interest;
- The affected person shall deliver a copy of the statement to the Chair of the Board;
- If a potential conflict of interest presents itself and there is insufficient time to comply with the provision of subsections (1) and (2), the affected person shall orally inform the Board of the potential conflict. The affected person shall file a written statement as prescribed above within one week after the potential conflict presents itself.

- The affected person shall remove himself or herself, if possible, from influence over the action or decision in question and assign the matter to a subordinate. The Board may upon request excuse the affected person from taking part in the action or decision in question.
  - If the affected person is not permitted or is otherwise unable to abstain from action in connection with the matter, he or she must file with the Chair of the Board a statement describing the potential conflict of interest and the action taken. Such statement must be filed within one week of the action taken.
- a. **Representation for a fee.** No Board member shall represent a client for a fee before the Board.
  - b. **Statement of economic interest.** Each Board member is required to file a statement of economic interest to comply with the Minnesota Campaign Finance and Public Disclosure Board under Minnesota Statute. All statements shall be public data.
  - c. **Penalty for false statements.** A report or statement required by this section shall be signed and certified as true by the person required to file the report. Any person who signs and certified to be true a report or statement which he or she knows contains false information, who knowingly omits required information, or who fails to file a report to statement when required by this section, is guilty of a misdemeanor.
  - d. **Gifts.** If a person or entity shall offer to give a Board member, the Board member's spouse or dependent children, and the Board member shall solicit or receive, anything of value (including a gift, favor or service, or a promise of future employment), which would cause the total value of such things received from the same person or association to exceed one hundred dollars (\$100.00) during any calendar year, and which is either (a) based on any understanding that such Board member's vote, official actions or judgment would be influenced thereby, or (b) where the circumstances are such that it could reasonably be inferred that the thing of value would influence the Board member in the discharge of his or her duties.
  - e. **Confidential information.** No Board member shall use or disclose confidential information gained in the course of or by reason of his or her official position or activities, including by not limited to, any data classified as private, confidential, nonpublic or protected nonpublic pursuant to Minnesota Statutes, Chapter 13, in any way that could result in financial gain for the Board member, members or his or her

family, or any business with which he or she is associated.

- f. **Violation of Ethics Policy.** Violation of the Ethics Policy shall be considered "malfeasance" or "neglect of duty," and may result in sanctions set forth in these Rules.

#### **ARTICLE 4**

#### **SANCTIONS FOR VIOLATION OF THESE RULES**

Violation of any portion of these Rules shall be considered "malfeasance" or "neglect of duty," and may result in any or all of the following sanctions:

- Private or Public Censure
- Limitation of the Board member's authority to appear and act on behalf of the Board
- The docking or stripping of the Board member's per diem
- The petition by the Board to the Minnesota Board of Water and Soil Resources for the removal of the Board member pursuant to Minnesota Statute.

#### **ARTICLE 5**

#### **AMENDMENTS TO RULES**

These Rules may be amended or repealed by the affirmative vote of a majority of the Board provided that: the text of the proposed change was provided in writing along with the notice of the meeting at which such proposed change is to be considered; and the Board shall not adopt, amend or repeal any Rule to the extent such action causes any Rule to violate Minnesota Statutes, the United States Constitutions or the Constitution of the State of Minnesota.

**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Consent Agenda**

Request for Board Action

Roll Call Vote

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Meeting Date: 1/9/2025

Prepared by: Ashley Gallagher

**PURPOSE/ACTION REQUESTED:**

Approve 2025 membership dues.

**SUMMARY:**

The Dakota County Soil and Water Conservation District is a member of four organizations that require membership dues to participate in their programs and activities. These include:

- Metropolitan Conservation Districts Joint Powers Board (MCD) - \$1,630  
A joint powers entity composed of eleven members including nine soil and water conservation districts in the twin cities metropolitan area; Anoka, Carver, Chisago, Dakota, Isanti, Scott, Sherburne, Washington, Wright, and Hennepin and Ramsey Counties. The MCD provides its members with a number of programs including the distribution of State funds for increasing engineering and technical assistance capacity. Dues increased by \$30 for every member in 2025.
- Cannon River Watershed Joint Powers Board (CRWJPB) - \$2,625  
A joint powers entity comprised of 14 members including both SWCD's and County's to include Dakota, Goodhue, Le Sueur, Rice, Steele, Waseca, and the Belle Creek Watershed District and North Cannon River Watershed Management Organization. The CRWJPB is responsible for implementing the Cannon River Comprehensive Watershed Management Plan. Dues decreased for all members by 25% in 2025.
- Minnesota Association of Soil and Water Conservation Districts (MASWCD) - \$7,431.37  
A nonprofit organization that provides a forum for SWCDs statewide to adopt policies and resolutions related to conservation issues. The MASWCD works with various partners such the USDA Natural Resources Conservation Service, State agencies and the legislature to provide programs and funding that promote soil and water conservation districts in Minnesota. The MASWCD also provides educational opportunities to its members so effective conservation programs can be carried out. Dues increased \$352.45 from 2024.  
  
MASWCD – Metro Area (MACD) - \$350  
There are 8 MASWCD regions across the State that discuss policy and adopt resolutions at the area level. Members include Anoka, Carver, Chisago, Dakota, Isanti, Scott, Sherburne, Washington and Wright SWCDs and Hennepin and Ramsey Counties. Dues remained the same as 2024.
- National Association of Conservation Districts (NACD) – \$775  
A nonprofit organization that provides national leadership and a voice for natural resources and conservation. These dues run on the federal fiscal year rather than a calendar year.

**EXPLANATION OF FISCAL/FTE IMPACT:**

Membership dues have been included into the adopted 2025 budget

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**Supporting Documents:**

None

**Previous Board Action:**

None



### 13. Final Payment to Sharing Our Roots

DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Regular Agenda

Request for Board Action

Roll Call Vote

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Meeting Date: 1/9/2025

Prepared by: Curt Coudron

**PURPOSE/ACTION REQUESTED:**

Authorize final payment of \$5,427.83 to Sharing Our Roots for the installation of a native prairie with pollinator habitat.

**SUMMARY:**

Sharing Our Roots has completed the installation of a 3.4-acre native prairie with pollinator habitat in Greenvale Township, Cannon River Watershed. The project was approved for funding at the November 14, 2024 Board meeting at 85% cost share not to exceed \$6,035 and based on a cost estimate of \$7,100.

Project installation has been certified by SWCD staff. Final eligible expenses were \$6,385.68. Staff is recommending final payment of \$5,427.83 (85% of project costs) to Sharing Our Roots.

**EXPLANATION OF FISCAL/FTE IMPACT:**

Project funds to install the project are available through the Dakota County Capital Improvement Program (CIP).

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**Supporting Documents:**

24-IPP-66 Sharing Our Roots NPR Factsheet

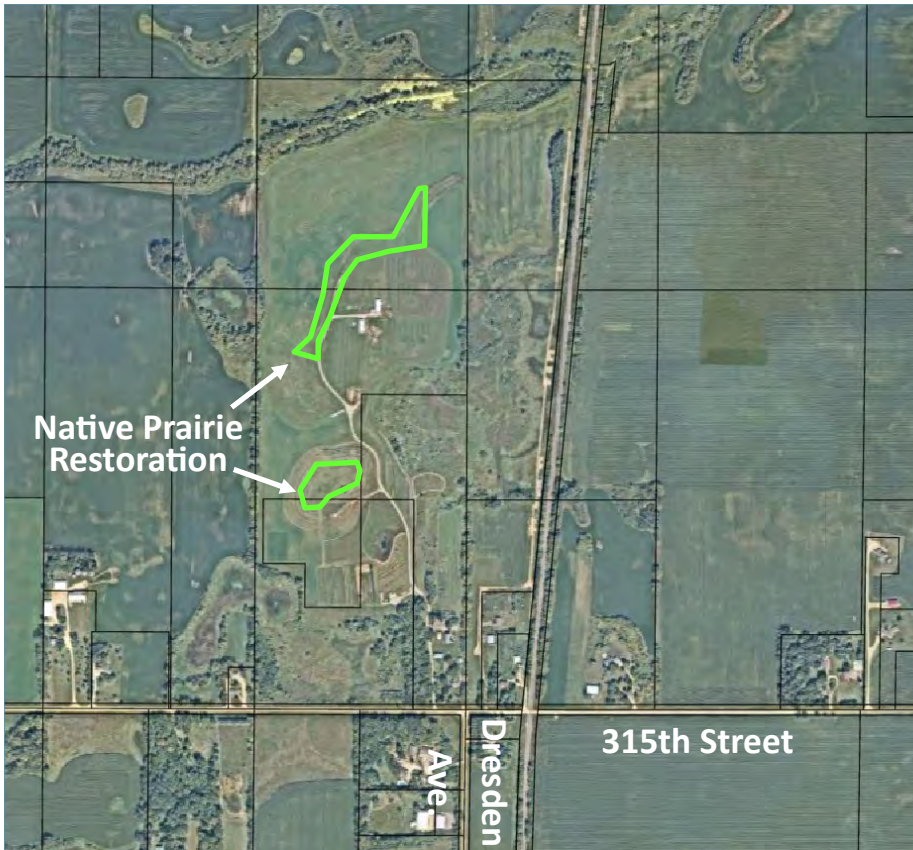
**Previous Board Action:**

Motion 24.111 on 11/14/24

Authorization to Execute Contract

# SHARING OUR ROOTS

## NATIVE PRAIRIE RESTORATION

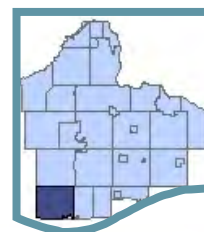


**PROJECT:** 3.4 acres of field will be restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion, and provide wildlife habitat, particularly for pollinators.

<b>FUNDING:</b>	<b>Total Project Cost:</b>	<b>\$6,386</b>
	<b>Cost Share Amount:</b>	<b>\$5,428</b>
	<b>Landowner Amount</b>	<b>\$958</b>

**LOCATION:**

Greenvale  
Township



**PRACTICE:**

- Native Prairie Restoration

**BENEFITS:**

- 0.7 tons of sediment per year prevented from traveling downstream
- 1.2 lbs of phosphorus per year prevented from traveling downstream
- Improved wildlife habitat, particularly for pollinators

**PARTNERS:**

- Dakota County

**WATERSHED:**

- Cannon River

**RECEIVING WATERS:**

- Mud Creek

**INSTALLATION:**

- Fall 2024



Hilltop (Future Dry Prairie) was prepared using a Buckwheat smother technique. Pictured is the Buckwheat crop in bloom.

Photo Taken: August 27, 2024



Gravel Road Edge (Future Wet-Mesic Prairie) was prepared using a Buckwheat smother technique. Pictured is the Buckwheat crop germinating after being recently seeded.

Photo Taken: August 27, 2024



Buckwheat smother crop was terminated and areas were tilled ahead of seeding. Native seed and winter wheat cover crop were hand seeded in both units.

Photo Taken: December 10, 2024



Shortly after seeding, straw mulch was installed in the Wet-Mesic Prairie unit to anchor the seed and reduce the risk of erosion.

Photo Taken: December 16, 2024

## 14. Contract with David Ray

### DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

### Regular Agenda

Request for Board Action

Roll Call Vote

---

Meeting Date: 1/9/2025

Prepared by: Curt Coudron

#### **PURPOSE/ACTION REQUESTED:**

Authorize execution of a contract with David Ray not to exceed \$5,950 for the installation of native prairie with pollinator habitat.

#### **SUMMARY:**

David Ray is proposing to install a 1.5-acre native prairie with pollinator habitat in Inver Grove Heights, Mississippi River Watershed. The project will improve infiltration, protect water quality, and provide pollinator habitat.

The total eligible costs of the project are estimated at \$7,000. Projects that install native prairie vegetation with pollinator habitat are eligible for cost share up 85% with a limit of \$4,000 per acre. Staff is recommending approval at 85% cost share not to exceed \$5,950.

#### **EXPLANATION OF FISCAL/FTE IMPACT:**

Project funds to install the project are available through the Dakota County Capital Improvement Program (CIP).

---

#### **Supporting Documents:**

25-IPP-01 Ray, David NPR Factsheet

#### **Previous Board Action:**

N/A



RAY, DAVID

# NATIVE PRAIRIE RESTORATION



### PRACTICE:

- Native Prairie Restoration

### BENEFITS:

- 0.17 tons of sediment per year prevented from traveling downstream
- 0.42 lbs of phosphorus per year prevented from traveling downstream
- Improved wildlife habitat, particularly for pollinators

### PARTNERS:

- Dakota County

### WATERSHED:

- Mississippi River

### RECEIVING WATERS:

- Marcott Lakes

### INSTALLATION:

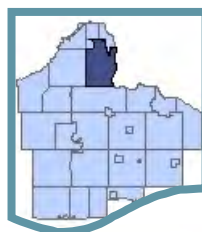
- Fall 2025

**PROJECT:** 1.5 acres of field will be restored to native prairie vegetation. The native prairie will improve infiltration, reduce erosion, and provide wildlife habitat, particularly for pollinators.

<b>FUNDING:</b>	<b>Estimated Project Cost:</b>	<b>\$7,000</b>
	<b>Cost Share Amount:</b>	<b>\$5,950</b>
	<b>Landowner Amount</b>	<b>\$1,050</b>

### LOCATION:

Inver Grove Heights



**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Regular Agenda**

Request for Board Action

Roll Call Vote

---

Meeting Date: 1/9/2025

Prepared by: Alex Scurto

**PURPOSE/ACTION REQUESTED:**

Authorize execution of joint powers agreement with the Minnesota Department of Natural Resources (DNR) for enrollment in the Walk-In Access Program.

**SUMMARY:**

Since 2011, the DNR's Walk-In Access (WIA) program has provided public recreational opportunities, such as hunting, bird-watching, nature photography and similar compatible uses, on private land that is already enrolled in existing conservation programs or lands with high quality natural cover. To qualify for enrollment, parcels must be at least 40 acres in size or must be contiguous with another WIA parcel that is 40 acres or more in size. This program is voluntary, with most landowners choosing to enroll their property for two or three years. Soil and Water Conservation Districts (SWCDs) work directly with landowners for program enrollment and in return, SWCDs are issued a \$250 payment for each parcel/contract completed. As of February 2024, a total of 54 counties are currently enrolled in the program, including neighboring Rice, Carver and Le Sueur counties.

**EXPLANATION OF FISCAL/FTE IMPACT:**

Anticipated revenues and staff time will be included into annual budgets and staff plans.

---

**Supporting Documents:**

MN DNR Walk-In Access Factsheet  
MN DNR and SWCD Joint Powers Agreement

**Previous Board Action:**

None

# Minnesota Walk-In Access Program

## 2024 Fact Sheet



Walk-In Access (WIA) provides public recreational opportunities on private land and rewards land-owners for keeping their land in high quality habitat.



Traditionally a "grasslands" program, but recently expanding into northern and eastern counties. See map on back for participating counties.



New in 2024, new enrollments now open for additional outdoor recreational opportunities such as birdwatching and nature photography as well as hunting.



No motorized vehicles are allowed on WIAs. No target practice, trapping, dog training, camping, horseback riding or fires are allowed.



A \$3.00 WIA validation will be required when using WIAs. This validation is available at all ELS agents.



Eligible lands should be 40 acres or larger and include high quality wildlife habitat.



**\$18 per acre payment rates!**



Local Soil and Water Conservation Districts (SWCDs) work directly with landowners for program enrollment. In return, SWCDs are compensated for each contract they enroll.



Recreational use laws provide extra liability protection for WIA acres under MN State Statute 604A.20 to 604A.27. Private leases are not covered under this statute.



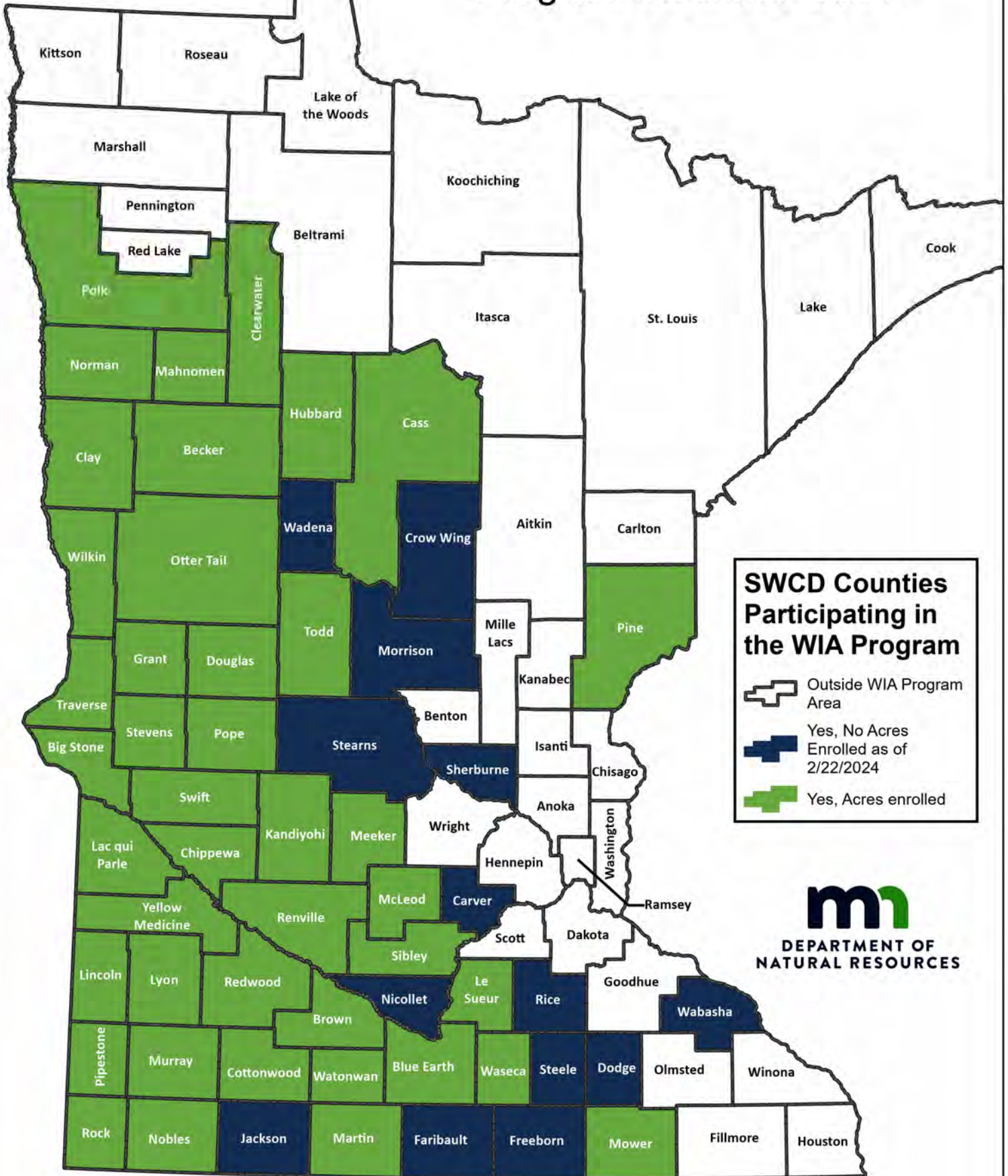
The future of WIA depends on participation from local landowners, responsible use by outdoor enthusiast and quality partnerships with local government units.

**Please support Walk-In Access!**



For more information about the WIA program, enrolled lands and the WIA Code of Conduct, visit [www.mndnr.gov/walkin](http://www.mndnr.gov/walkin)

# Minnesota Walk-In Access (WIA) Program Counties 2024



**SWCD Counties Participating in the WIA Program**

- Outside WIA Program Area
- Yes, No Acres Enrolled as of 2/22/2024
- Yes, Acres enrolled







# State of Minnesota

## Joint Powers Agreement

SWIFT Contract Number: 261194

This Agreement is between the State of Minnesota, acting through its Commissioner of the Department of Natural Resources (“State”) and Dakota Soil and Water Conservation District (“Governmental Unit”).

### Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of assistance signing up landowners for the Minnesota Walk-In-Access Program (WIA).

### Agreement

#### 1. Term of Agreement

- 1.1 Effective Date: December 11, 2024, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration Date: June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2. Agreement between the Parties

Governmental Unit staff will promote enrollment in the WIA program as one of the conservation options available to landowners to earn income on natural lands or lands enrolled in a conservation program.

Governmental Unit staff will carry out the following duties:

##### 2.1 Assist landowners interested in the Walk-In Access Program:

- A. Determine if the proposed site meets WIA eligibility criteria.
- B. Review the terms of the landowner agreement with interested participants, including an estimate of the annual payments the landowner will receive.
- C. Review the State's process and timeline to accept and execute landowner agreements.

##### 2.2 Submit landowner agreements to the State:

- A. Enter the landowner information and the field boundaries into the MNDNR Walk-In Access Enrollment Information System (WIAEIS).
- B. Obtain a completed W-9 form from the landowner if the landowner is new to the program.
- C. By June 1 of each year, submit a signed landowner agreement and W-9 to the State's Authorized representative listed in section 4 of this agreement for State review, approval for enrollment, and signature.

##### 2.3 Walk-In Access Program Operations:

- A. Provide program feedback to the DNR.
- B. Assist the DNR in resolving minor boundary conflicts between enrolled cooperators and adjacent landowners.
- C. Assist the DNR with minor sign maintenance

### 3. Payment

The State will pay the Governmental Unit \$250.00 for each landowner agreement executed during the term of this agreement. Invoices must be submitted no later than June 30, 2025, for agreements signed during the 2025 enrollment period.

The total obligation of the State under this Agreement will not exceed \$1,000.00.

### 4. Authorized Representatives

The State's Authorized Representative is Amber Knutson, Walk-In Access & Grassland Coordinator, 500 Lafayette Road, St. Paul, MN 55155, 507-706-6172, [amber.knutson@state.mn.us](mailto:amber.knutson@state.mn.us), or his/her successor.

The Governmental Unit's Authorized Representative is Ashley Gallagher, District Manager, 651-480-7781, [ashley.gallagher@co.dakota.mn.us](mailto:ashley.gallagher@co.dakota.mn.us), or his/her successor.

### 5. Assignment, Amendments, Waiver, and Contract Complete.

- 5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.
- 5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.
- 5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 Contract Complete. This Agreement contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

### 6. Indemnification.

6.1 In the performance of this Agreement, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Governmental Unit, the Governmental Unit's reseller, any third party that has a business relationship with the Governmental Unit, or Governmental Unit's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

6.2 Nothing within this Agreement, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This

shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

#### **7. State Audits.**

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

#### **8. Government Data Practices.**

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

#### **9. Venue**

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

#### **10. Termination**

10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

**1. State Encumbrance Verification**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05*

Print Name: Sacia Matheson

Signature: \_\_\_\_\_

Title: Contracts Officer Date: \_\_\_\_\_

SWIFT Contract No. 261194/3000267320

**2. Governmental Unit**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**3. State Agency**

*With delegated authority*

Print Name: Dave Trauba

Signature: \_\_\_\_\_

Title: Wildlife Section Manager Date: \_\_\_\_\_

**4. Commissioner of Administration**

*As delegated to The Office of State Procurement*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Admin ID: \_\_\_\_\_

**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Regular Agenda**

Request for Board Action

Roll Call Vote

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Meeting Date: 1/9/2025

Prepared by: Joe Barten

**PURPOSE/ACTION REQUESTED:**

Authorize execution of a Joint Powers Agreement with the Lower Minnesota River Watershed District for 2025 services.

**SUMMARY:**

Staff has drafted and presented a 2025 work plan and budget to the Lower Minnesota River Watershed District (LMRWD). The work plan and budget include fen well monitoring, education and outreach, technical assistance, and support for the installation of projects under the Landscaping for Clean Water Program.

The 2025 work plan and budget include a total amount not to exceed \$22,000, which is an increase of \$1,250 from the previous year. The change reflects the SWCD Boards adopted hourly fee increase for 2025 and a slight increase for Landscaping for Clean Water program fees to provide consistency across watershed partners.

The LMRWD Board approved the draft 2025 work plan and budget at their December 11<sup>th</sup>, 2024 meeting.

**EXPLANATION OF FISCAL/FTE IMPACT:**

Services to the LMRWMO will be added to the budget and staff work plan for 2025.

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**Supporting Documents:**

2025 SWCD Work Plan and Budget with LMRWD

**Previous Board Action:**

None

**2025 Dakota County SWCD Work Plan and Budget  
for the Lower Minnesota River Watershed District**

Task	Calculation			Sub-total
	Hours	Rate	Fees	
<b>Education and Community Engagement</b>				
<b>Landscaping for Clean Water</b>			\$1,800.00	\$1,800.00
Provide access to the Landscaping for Clean Water Program: Introduction Class & Design Course Materials (Includes online registration, partner coordination, presentation creation and updates, creation of education and outreach materials, participant tracking, one-on-one design assistance)			Introduction Class = \$600 Design Course = \$1,200	
<b>Education and Outreach Total</b>				<b>\$1,800.00</b>

Task	Calculation			Sub-total
	Hours	Rate	Fees	
<b>Technical Assistance</b>				
<b>Fen Well Monitoring</b>	100	\$100.00	\$150.00	\$10,150.00
Staff time for groundwater monitoring in Fort Snelling, Nichols, and Quarry Island fens from March 1, 2025 through December 31, 2025 - 10 monitoring trips at 5 hours/trip. Includes data management, reporting and site maintenance as needed.			Fee is for monitoring supplies such as chalk, rags, batteries, tools, etc.	
<b>Landscaping for Clean Water</b>			\$2,000.00	\$1,800.00
SWCD staff time for technical assistance on Landscaping for Clean Water projects.		\$600 x 3 projects		
<b>Conservation Projects</b>	75	\$100.00		\$7,500.00
Technical assistance for potential projects. <i>Only as requested by Lower Minnesota River WD.</i>				
<b>Technical Assistance Total</b>				<b>\$19,450.00</b>

Task	Calculation			Sub-total
	Hours	Rate	Fees	
<b>Cost Share</b>				
<b>Landscaping for Clean Water</b>			\$750.00	\$750.00
Provide cost share to landowners for projects including raingardens, native plantings and shoreline stabilization projects consistent with Dakota SWCD cost share policies.		\$250 X 3 projects		
<b>Cost Share Total</b>				<b>\$750.00</b>

<b>Total Agreement Not-to Exceed</b>				<b>\$22,000.00</b>
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**Note:** Additional items may be required of the SWCD during the workplan timeframe and individual budget amounts may change as the year progresses. If proposed changes are to exceed the total agreed amount, this work plan can be amended as jointly approved by the LMRWD and SWCD.

**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Regular Agenda**

Request for Board Action

Roll Call Vote

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Meeting Date: 1/9/2025

Prepared by: Joe Barten

**PURPOSE/ACTION REQUESTED:**

Authorize execution of a Joint Powers Agreement with the Black Dog Watershed Management Organization for 2025 services.

**SUMMARY:**

Staff has drafted and presented a 2025 work plan and budget to the Black Dog Watershed Management Organization (BDWMO). The work plan and budget include website maintenance, education and outreach, and support for the installation of projects under the Landscaping for Clean Water Program.

The 2025 work plan and budget include a total amount not to exceed \$32,300. This reflects an \$800 increase from the previous year due to the SWCD Boards adopted hourly fee increase for 2025.

The BDWMO Board will review and is anticipated to approve the draft 2025 work plan and budget at their January 15<sup>th</sup>, 2025 meeting.

**EXPLANATION OF FISCAL/FTE IMPACT:**

Services to the LMRWMO will be added to the budget and staff work plan for 2025.

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**Supporting Documents:**

2025 SWCD Work Plan and Budget with BDWMO

**Previous Board Action:**

None

**2025 Work Plan and Budget**  
**Black Dog Watershed Management Organization**

Task	Calculation			Sub-total
	Hours	Rate	Fees	
<b>Education and Outreach</b>				
<b>BDWMO Website Hosting and Maintenance</b>	20	\$100.00	\$1,000.00	\$3,000.00
Host and maintain a website, as required by BWSR, with meeting information, plans, reports, grants and other information.	Fee is for web hosting			
<b>Landscaping for Clean Water</b>			\$14,000.00	\$14,000.00
Provide access to the Landscaping for Clean Water: Introduction Class Materials, Design Course Materials and Maintenance Workshop  <i>Includes online registration, partner coordination, presentation creation and updates, creation of education and outreach materials, participant tracking, one-on-one design assistance. Note: some classes may be virtual in 2025</i>	Introduction Classes= \$4,000 Design Courses= \$8,000 Maintenance Workshop= \$2,000			
<b>Education and Outreach Total</b>				<b>\$17,000.00</b>

Technical Assistance	Hours	Rate	Fees	
	<b>Landscaping for Clean Water - Project installs</b>			
Technical assistance to homeowners including layout, mid-point and final inspections for raingardens, native plantings and shoreline stabilizations.	\$600 times 18 projects			
<b>Technical Assistance Total</b>				<b>\$10,800.00</b>

Cost Share	Fees			
	<b>Landscaping for Clean Water - Landowner Grants</b>			
Provide cost share to landowners for projects including raingardens, native plantings and shoreline stabilization projects consistent with SWCD cost share policies.	\$250 times 18 projects			
<b>Cost Share Total</b>				<b>\$4,500.00</b>

<b>Total Agreement Not-to Exceed</b>				<b>\$32,300.00</b>
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Note: Additional items may be required of the SWCD during the workplan timeframe and individual budget amounts may change as work progresses. If proposed changes are to exceed the total agreed amount, this work plan will then be amended and re-executed by the BDWMO and SWCD.



**DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**Regular Agenda**

Request for Board Action

Voice Vote

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Meeting Date: 1/9/2025

Prepared by: Ashley Gallagher

**PURPOSE/ACTION REQUESTED:**

Establish Board Committees and Appointments for 2025

**SUMMARY:**

Each year we assign Board members with the responsibility to attend membership organization meetings and advise the full Board on specific areas of operation. At this time last year, we had a vacancy in District 3. Now that Brian Raney has been elected for District 3 it would be good to get him assigned to committees and appointments. Last year's assignments have been left on the list in red for reference.

Staff is recommending the renaming of our Rural Lands Committee to the Policy Committee because the cost-share funding policy covers both rural and urban projects.

**EXPLANATION OF FISCAL/FTE IMPACT:**

Board of Supervisors participation and attendance at member organization meetings or committee meetings has been included in the 2025 budget.

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**Supporting Documents:**

2025 Draft List of Committees and Appointments

**Previous Board Action:**

None

# DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

## DRAFT 20245 Board Committees and Appointments

Committee	Board Member	Board Member
Watershed/Comprehensive Planning	Laura Zanmiller	Kevin Chamberlain
Finance	Jayne Hager Dee	Bruce Johnson
Personnel	Kevin Chamberlain	Laura Zanmiller
Policy	Kevin Chamberlain	Jayne Hager Dee
Education and Outreach	Jayne Hager Dee	Laura Zanmiller
Building Facility	Jayne Hager Dee	Bruce Johnson

Staff will join committees as needed. Board Chair will serve on all committees as an exofficio member

Appointment	Primary	Alternate
Metropolitan Conservation Districts Joint Powers Board	Laura Zanmiller	Bruce Johnson
Legislative Affairs	Jayne Hager Dee	Laura Zanmiller
NRCS Local Work Group	Kevin Chamberlain	Jayne Hager Dee
Cannon River Watershed Joint Powers Board	Kevin Chamberlain	Jayne Hager Dee