Meeting Minutes
Vermillion River Watershed Joint Powers Board Meeting
April 26, 2018, 1 p.m.
Dakota County Western Service Center, Apple Valley, Conference Room 334

Board Members in Attendance
Dakota County Commissioner Mike Slavik, Chair
Scott County Commissioner Tom Wolf, Vice-Chair
Dakota County Commissioner Mary Liz Holberg, Secretary/Treasurer

Others in Attendance
Mark Zabel, Watershed Administrator
Melissa Bokman, Watershed Co-administrator
Helen Brosnahan, County Attorney
Travis Thiel, VRWJPO Watershed Specialist
Mark Ryan, VRWJPO Watershed Engineer
Jen Dullum, VRWJPO Education and Outreach Specialist
Bruce Johnson, Dakota County Soil and Water Conservation District Supervisor

1. Call to Order
Meeting was called to order by Commissioner Slavik at 1:02 p.m. All Board members were in attendance.

2. Audience Comments on Items Not on the Agenda
There were no comments from the audience.

3. Approval of Agenda

Motion by Commissioner Wolf, Second by Commissioner Holberg, and passed on a unanimous vote to approve the agenda.

4. Approval of Minutes from the March 22, 2017, Meeting

Motion by Commissioner Holberg, Second by Commissioner Wolf, and passed on a unanimous vote to approve the minutes of the March 22, 2017, meeting, as presented on April 26, 2018.
5. Approval of Expenses
Mark Zabel went over the current invoices that were not routine monthly expenses. The invoice to Forum Communications is for two public notices. There was an invoice issue, which is why there is a time lapse between the invoice and payment. The invoice to Carp Solutions is for fish tags for the East Lake carp project. 144 Design is for monthly website maintenance. The invoices to Spartan Promotional Group are for staff name badges and Weisenbach Recycled Products are for swag items. The Master Water Steward Reimbursement is tuition returned to two graduated stewards. All other payments are regular routine expenses.

Res. No. VRW 18-22: Motion by Commissioner Wolf, Second by Commissioner Holberg, and passed on a 3-0 roll call vote to approve the expenses totaling $48,425.06 that occurred between March 15, 2018, and April 17, 2018, as submitted on April 26, 2018.

6. Acceptance of Treasurer’s Report
Mark Zabel provided an overview treasurer’s report. All account balances are in the positive. Based on the revised budget, and its approval, budget amounts will change in the coming month.

Res. No. VRW 18-23: Motion by Commissioner Wolf, Second by Commissioner Holberg, and passed on a 3-0 roll call vote to accept the Treasurer’s Report from April 17, 2018.

7. Business Items

7a. Authorization to Proceed with Social Media Outreach Using Instagram
Jen Dullum introduced the idea of the Vermillion River Watershed Joint Powers Organization branching out onto Instagram. Instagram is a photo-sharing platform. Dakota County and the Dakota County Soil and Water Conservation District are currently on Instagram. Our hope is that when residents of the watershed are out enjoying areas within watershed they will share their photos on our site. The VRWJPO can also share with any followers the projects we are doing and outreach events we do in the watershed.

Res. No. 18-24: Motion by Commissioner Holberg, Second by Commissioner Wolf, passed on a unanimous vote to proceed with social media outreach using Instagram.

Jen Dullum presented 2017 Vermillion River Watershed Joint Powers Organization Annual Activity Report and Financial Statement. This report is due to the Minnesota Board of Soil and Water Resources by the end of April. Jen is asking for any comments or changes before the report is submitted. The report was brought to the Vermillion River Watershed Planning Commission (VRWPC) at their April 11, 2018, meeting; there were no changes suggested. The Commissioners commended staff on the quality of the report.

Res. No. VRW 18-25: Motion by Commissioner Wolf, Second by Commissioner Holberg, and passed on a unanimous vote to submit 2017 Vermillion River Watershed Joint Powers Organization Annual Activity Report and Financial Statement to the Minnesota Board of Water and Soil Resources.

7c. Approval of Proposed Amendments to the Vermillion River Watershed Joint Powers Organization 2018 Budget
Mark Zabel went over Vermillion River Watershed Joint Powers Organization (VRWJPO) Draft Revised 2018 Budget; items in red have changed. Mark went over each line item that was in red.

Commissioner Slavik asked whether there has been a shift in funds under Research and Planning or additional staff overtime pay. Mark clarified that it is a reallocation of staff time and rates within the overall budget.

Res. No. 18-26: Motion by Commissioner Holberg, Second by Commissioner Wolf, and passed on a unanimous vote to approve proposed amendments to the VRWJPO 2018 Budget.

Helen Brosnahan developed a draft contract policy to better match the Vermillion River Watershed Joint Powers Organization (VRWJPO). It is a merger between Dakota County and Scott County. Differences and limitations have been identified and Vermillion River Watershed Joint Powers Board (VRWJPB) input and direction is being sought.

Commissioner Wolf suggested using Dakota County rules since most of the Vermillion River Watershed is within Dakota County. Helen suggested using statutory limits to define the floor or ceiling within statutory compounds. Helen then asked if the policy statement is accurate. It was suggested that this be brought back for VRWJPB adoption. Commissioner Holberg asked about bids and if the VRWJPO ever receives less than three. Travis Thiel said yes, that does occur. Helen suggested wording that the VRWJPO require a minimum of two bids but state that we would have a preference for three.

Commissioner Slavik is comfortable with using current statute. Helen mentioned that if statute changes, it would be very easy for the VRWJPO to change. Commissioner Holberg clarified that if statute changed the VRWJPO would have to change: yes. Commissioner Holberg mentioned that current contractors should feel comfortable with the language. Helen will bring the contract policy back at the next meeting as a board action. Helen will try to avoid amending the Joint Powers Agreements with Dakota and Scott Counties.

7e. Recognize Gifts Received in 2017
Mark Zabel went over the list of gifts received in 2017.

8. Staff Reports
Melissa Bokman discussed Scott County’s One Watershed – One Plan funding and a possible wetland that Elko New Market would like to restore using this funding. Restoring this wetland would provide benefit to the Vermillion River. The estimated cost would be between $50,000 and $100,000. With the remaining funds, Scott County could first; set aside money for potential septic upgrades in the area of elevated bacteria, if there was an imminent public health threat and second; choose from cost-share projects created from the Scott Soil and Water Conservation District subwatershed assessment. None of these projects would require Vermillion River Watershed Joint Powers so discretion lies with Scott County.

Travis Thiel went over the Vermillion River Watershed Joint Powers Organization One Watershed – One Plan project list that was submitted to the Dakota County Soil and Water Conservation District. This project list will be placed in the overall work plan and submitted to the Board of Water and Soil Resources (BWSR) after Vermillion River Watershed Joint Powers Board (VRWJPB) approval.
Jen Dullum mentioned that Travis Thiel was at the City of Lakeville’s Earth Day Celebration on Saturday, April 21. Travis and a recent Mater Water Steward graduate interacted with over 650 attendees who took home messages about lawn irrigation conservation and stormwater pollution. Jen will be at the City of Farmington’s Earth & Arbor Day Celebration on Saturday, April 28 from 10:30 a.m. to noon at Meadowview Elementary. Lastly, Jen gave an update on a recent Master Water Stewards coordination meeting. One Master Water Steward graduate from 2017 and four current participants met with VRWJPO staff to discuss capstone projects and about potential volunteer opportunities within the Watershed.

Mark Ryan mentioned that because the Township standards meeting was canceled due to low signup, a Doodle Poll has been created to choose a new date in late June. Mark also talked about the Minnesota Pollution Control Agency’s Construction Site Stormwater Permit which is out for comment. Staff will likely submit comments on the draft permit. Lastly, the City of Apple Valley’s Local Surface Water Management Plan is out for comment. Staff will review the plan which will come to the VWRJPB for approval, and additional plans for other communities are anticipated in 2018.

Mark Zabel discussed consolidating the agenda so that there is a consent agenda. The consent agenda will consist of the agenda, minutes, and treasurer’s report. Other items as deemed appropriate can also be added to the consent agenda. Items can always be pulled from consent if the VRWJPB feels is necessary.

Mark Zabel is working on items related to the wetland banking policy. Mark went over possible scenarios for setting the value of the wetland credits and how fees from BWSR on transactions and easements went. Commissioner Slavik asked if there is going to be a requirement to use wetland banks in the watershed a project is in. This may be possible, but Mark stressed that placing requirements on wetland bank use when owning a wetland bank in the watershed creates a potential conflict of interest. It was discussed that perhaps an incentive of a lower price per acre than the bank service area average could drive site owners to purchase credits in the watershed. Commissioner Holberg asked about the price difference between service areas and why the average costs are higher for the Metro area. This is primarily due to the respective land value in those areas. Commissioner Holberg also asked about Dakota County using wetland credits from this wetland bank. Dakota County will have their own credits to use for their own projects because they have also contributed financially with local wetland bank partnerships with BWSR. The VRWJPO intends to sell our credits and use the money to acquire easements for other wetland banking areas within the watershed.
Adjourn

Commissioner Slavik adjourned the meeting at 2:25 p.m.

Next Meeting Date: May 24, 2018 – Western Service Center, Room 334 at 1 p.m.

Respectfully submitted:
Jen Dullum
Vermillion River Watershed Joint Powers Organization

Mark Zabel
Administrator for the Vermillion River Watershed Joint Powers Organization

Attest

[Signature]
Commissioner Mary Liz Holberg  Secretary/ Treasurer  7.26.18  Date