



Agenda

Vermillion River Watershed Community Advisory Committee

February 12, 2025 – 4:30 p.m., Teleconference via MS Teams and in-person

1. Call to Order
2. Election of Community Advisory Committee Chair and Vice Chair
3. Roll Call
4. Audience Comments on Items Not on the Agenda
(please limit audience comments to five minutes)
5. Approval of Agenda Action
6. Approval of Minutes from the November 20, 2024, Meeting Action
7. Business Items
 - a. Comments on and Adoption of Vermillion River Watershed Community Advisory Committee Revised Bylaws Action
 - b. Presentation and Discussion of Vermillion River Watershed Joint Powers Organization 2024 Budget-Identified Capital Improvement Projects Information
8. Updates
 - a. Chairperson's Report
 - b. Staff Updates
9. Adjourn Action

Please note, the February 12, 2025, Community Advisory Committee meeting will take place **via teleconference** on Microsoft Teams and **in-person** in Conference Room A at the Dakota County Extension and Conservation Center, 4100 220th Street West, Farmington, Minnesota.

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 293 066 203 350

Passcode: EP6FQ393

Dial in by phone

[+1 651-273-3070,,964510293#](#) United States, Hastings

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Phone conference ID: 964 510 293#

Other Information

Next Meeting Date: **May 14, 2025**, at 4:30 p.m.

Please confirm your attendance by contacting Brita Moore-Kutz at brita.moore-kutz@co.dakota.mn.us by noon on the day before. You will be notified if the meeting is canceled due to an anticipated lack of quorum.



Minutes

Vermillion River Watershed Community Advisory Committee (CAC) Meeting (formerly Watershed Planning Commission)

November 20, 2024 – 4:30 p.m.

In-person and Microsoft Teams Videoconference

CAC Members in Attendance

Brad Blackett
Josh Borton
Kevin Chamberlain
Steve Hamrick
Andy Riesgraf
Sandy Weber

VRWJPO Staff in Attendance

Travis Thiel, Administrator
Brita Moore-Kutz, Communications & Outreach Specialist

Others in Attendance

Curt Coudron, Resource Conservationist, Dakota County Soil & Water Conservation District

1. Call to Order

The meeting was called to order by Vice Chair Josh Borton at 4:35 p.m.

2. Roll Call

All members present except Jim Kotz.

3. Audience Comments on Items Not on the Agenda

No comments.

4. Approval of Agenda

Motion by Sandy Weber to approve the agenda, seconded by Brad Blackett. Motion carried on a 5-0 voice vote.

5. Approval of Minutes from the August 14, 2024, Meeting

Motion by Brad Blackett to approve the minutes, seconded by Steve Hamrick. Motion carried on a 4-0 voice vote (Sandy Weber abstained).

6. Business Items

a. Recommend Adoption of the Final Vermillion River Watershed Joint Powers Organization 2025 Budget and Watershed Management Tax District Levy

Travis Thiel presented the final budget and levy. There were recent changes to the budget based on tax information received from Scott County, updates to planned Dakota and Scott SWCD programming, cash matches required for Watershed-Based Implementation Funding (WBIF) grant projects, and updates from the Dakota County Finance Department affecting revenue projections for the VRWJPO.

The Watershed will have a lower-than-usual cash reserve in 2025, though Travis said he does not expect that to continue in 2026. Due to decreases in tax capacity in the watershed areas, which came to light after the draft budget and levy were approved, the tax levies for both counties were also lowered.

Brad Blackett asked if Dakota County as a whole is experiencing budget reductions due to the lower tax capacity. Travis explained that the draft tax district levy for the watershed was approved in September and that the VRWJPO cannot levy more than that amount in the final version. To keep the tax impact per household the same as the draft levy projected, the dollar amount of the final levy was lowered as well.

Motion by Kevin Chamberlain to recommend adoption of the budget to the Vermillion River Watershed Joint Powers Board, seconded by Andy Riesgraf. Motion carried on a 6-0 voice vote.

b. Approval of 2025 Vermillion River Watershed Community Advisory Committee Meeting Dates

Travis provided some context on recent discussions with the Joint Powers Board regarding the CAC meeting structure. The Joint Powers Agreement (JPA) establishing the VRWJPO was undergoing revisions, including striking reference to Open Meeting Law regarding CAC meetings. Based on legal opinion on Open Meeting Law, the CAC would be able to meet virtually to provide review and comment on items that come before them, while recommendations to the Joint Powers Board must be completed in person to comply with the law.

The planned dates for 2025 CAC meetings are:

- February 12
- May 14
- August 13
- November 19

Motion by Sandy Weber to approve the dates for 2025, seconded by Andy Riesgraf. Motion carried on a 6-0 voice vote.

c. Update on Vermillion River Watershed Community Advisory Committee Member Terms and Status

Sandy Weber is currently completing an interim term (previously an open incumbent seat) on the CAC. Travis asked her to send him notification if she plans to keep serving and begin her first official term.

Josh Borton’s term ends at the end of 2025, which is also the end of his eligibility. He would have to take a year off from the CAC before he could serve again, though new proposed language for the JPA would allow members with expiring eligibility to continue until a replacement is found. There was also proposed language to open eligibility to residents of anywhere in either Dakota or Scott counties, not just those residing in the watershed.

Information only.

d. Comments on Revised Vermillion River Watershed Joint Powers Organization Communication Plan

Brita Moore-Kutz presented the 2025 Communication Plan. The document is organized to be more digestible for other audiences, rather than large amounts of text as previous versions of the plan had used. The plan contains target audiences, key messages, and action items.

Staff hope to increase community awareness of the VRWJPO, the natural resources in the watershed, and stewardship activities people can take on.

Brad Blackett complimented staff on the recent video with Senior Watershed Specialist Kelly Perrine at Alimagnet Lake, discussing the alum treatment project there. The video was shot by the City of Apple Valley, but received strong engagement and represented the VRWJPO well. Brita added that she’s pursuing stronger communications relationships with local government units (LGUs) in the watershed.

Information only.

7. Updates

a. Chairperson’s Report

None.

b. Staff Updates

Curt Coudron

- Implementing projects such as Water and Sediment Control Basins and Grassed Waterways with private landowners.
- Held pilot Lawns Reimagined classes earlier in the summer.
- Third round of Landscaping for Clean Water grant applications is being processed. There were 16 projects in the Vermillion River Watershed in 2024.

Brita Moore-Kutz

- Hosted a table for VRWJPO at the Dakota County Fix-It Clinic at the Pleasant Hill Library in Hastings the previous weekend.

Travis Thiel

- The revised JPA will go before both County Boards following a recommendation from the JPB. The new version changes the name of the Watershed Planning Commission to the Community Advisory Committee (CAC). *Note: At the time of minutes transcription, this change has gone through and is reflected in this document.*
- Travis and Water Resources Engineer Jeff Dunn hosted a training with Vermillion Township in October to assist them with meeting the watershed's erosion and sediment control Standards. They intended to show township officials what they needed to do if someone approached them about a permit for grading activities. City and County staff use Geographic Information Systems (GIS) maps to analyze the areas, but it proved difficult to instruct township officials to use GIS maps. Townships generally do not have staff capacity to adequately enforce the Standards. VRWJPO manages the permitting program for Eureka Township, but that would not be feasible for all townships in the watershed. Instead, staff propose to change VRWJPO erosion and sediment control standards to state NPDES standards, which require permits for land disturbances of one acre or more. This would also be consistent with the neighboring North Cannon River Watershed Management Organization. LGUs can set their own permitting ordinances to be stricter than VRWJPO's if they prefer. This and any other Standards revisions would come up for approval at the same time as the next Watershed Plan in 2026.
- VRWJPO received an application for the Community Advisory Committee. Travis distributed it to the Chairs of the CAC and JPB. The applicant is a Rosemount resident.
- The VRWJPO is proposing to implement a five-year agreement with Dakota County SWCD for services, which aligns with Dakota County's agreement with the SWCD. The equivalent agreement with Scott SWCD will remain at one year.

8. Adjourn

Motion by Kevin Chamberlain to adjourn, seconded by Steve Hamrick. Motion carried on a 6-0 voice vote.

**Vermillion River Watershed ~~Planning Commission~~ Community Advisory Committee
Bylaws**

PREAMBLE

~~WHEREAS, Minnesota Statutes § 471.59 authorizes local governmental units to jointly or cooperatively exercise any power common to the contracting parties; and~~

~~WHEREAS, pursuant to Minn. Stat. § 103B.231 a watershed management plan is required for watersheds comprising all minor watershed units wholly or partly within the metropolitan area, in accordance with the requirements of § 103B.205 to § 103B.255; and~~

~~WHEREAS, the Vermillion River Watershed is a watershed comprising minor watershed units wholly within the Seven County Twin Cities Metropolitan Area, specifically, within Dakota County and Scott County, MN; and~~

~~WHEREAS, Dakota and Scott Counties desire to cooperatively carry out their watershed management responsibilities and duties pursuant to Minn. Stat. §§ 103B. 211 to 103B.255, pursuant to authority granted to them in Minn. Stat. § 471.59; and~~

~~WHEREAS, the Joint Powers Agreement signed by Dakota and Scott Counties, establishing the Vermillion River Watershed Joint Powers Board (VRWJPB), specifies that as soon as practicable after appointment of the VRWJPB, the VRWJPB by resolution will establish and make appointments to a Watershed Planning Commission (Commission); and~~

~~WHEREAS, the VRWJPB Joint Powers Agreement specifies that the Commission Community Advisory Committee shall adopt bylaws governing its activities; such bylaws to be subject to approval by the VRWJPB and consistent with law and the terms of the Joint Powers Agreement.~~

~~NOW, THEREFORE, BE IT RESOLVED, by the Vermillion River Watershed Planning Commission Community Advisory Committee (hereinafter referred to as the "CAC") that the following Bylaws shall govern the CAC Community's activities:~~

ARTICLE I: AUTHORIZATION

Original March, 27 2003
Amended August 2009 and February 2025

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The ~~Vermillion River Watershed Planning Commission~~CAC (hereinafter referred to as the ~~"Commission"~~) is hereby established with such powers and duties as are delegated to the ~~Commission~~CAC by the VRWJPB.

ARTICLE II: RESPONSIBILITIES

Per the VRWJPOB Joint Powers Agreement signed by Dakota and Scott Counties (hereinafter referred to as "VRWJPO Joint Powers Agreement"), the responsibilities of the ~~Commission~~CAC are will includeas follows:

- a) ~~Advising the VRWJPB with respect to implementation of the VRWJPB's duties pursuant to the Joint Powers Agreement;~~
- b)a) Reviewing and provide ~~commenting on~~ and non-binding recommendations ~~on~~ the VRWJPB's proposed watershed management plan and any necessary amendments to the plan after adoption;
- e)b) Review and provide comment and non-binding recommendations on the VRWJPB's ~~Reviewing, commenting on and recommending~~ proposed annual workplans and budgets and any necessary amendments after adoption; and
- d)c) Recommending action regarding disputes within the watershed pursuant to section IX of the VRWJPB Joint Powers Agreement~~Provide comment on any items discussed by CAC at its meetings.~~

ARTICE III: MEMBERSHIP

The ~~Commission~~CAC will consist of nine members who are residents either Dakota County or Scott County with appointment preference given by the VRWJPB to applicants that live within the watershed area for which they are to be appointed of the Vermillion River Watershed. Initial appoints to the CAC will occur pursuant to the VRWJPO Joint Powers Agreement. ~~The -One member will be from Scott County and eight members will be from Dakota County.~~ CAC Commission members, ~~including interim members,~~ will be appointed thereafter to terms as specified in the VRWJPO Joint Powers Agreement ~~signed by Dakota and Scott Counties.~~ ~~Commission members must be and remain residents of the watershed and the County from which they are appointed.~~ CAC Commission members are limited to serving two consecutive terms, excluding interim appointments.

ARTICLE IV: CONFLICT OF INTEREST

If any CAC member has a financial interest or personal interest with respect to the parties involved or stands to realize a financial or personal gain or loss with respect to an item on

~~any matter coming before the CAC, that member shall disclose this fact and be disqualified from taking part in any discussion, comment or non-binding recommendation on the matter as a member of the CAC. The chair of the CAC shall make rulings on such disqualifications. Any CAC member who believes that the CAC chair should be disqualified from any matter hereunder may refer the matter to the CAC vice-chair who shall make a ruling on such disqualification. If any Commission member has a financial interest or personal interest with respect to the parties involved, or stands to realize a financial or personal gain or loss with respect to an action on any matter coming before the Commission, that member shall disclose this fact and be disqualified from taking part in any discussion or action on the matter as a member of the Commission. The Chair of the Commission shall make rulings on such disqualifications. Any Commission member who believes that the Commission Chair should be disqualified from any matter hereunder may refer the matter to the vice Chair who shall make a ruling on such disqualification.~~

ARTICLE V: REMOVAL FROM OFFICE

Any member of the ~~Commission~~ CAC may be removed from ~~office~~ the CAC for just cause and on written charge by a majority vote of the VRWJPB.

~~If A~~any member has three or more consecutive absences, or when a member's sporadic attendance prevents meaningful participation in CAC matters, the chair of the CAC may make a motion to the CAC that it recommend the VRWJPB remove the member from the CAC ~~be removed for repeated, unexcused absence from Commission meetings. It will be the duty of the Chair of the Commission, or VRWJPO staff if directed by the Chair of the Commission, to notify the Chair of the VRWJPB when any member has three or more consecutive absences, or when a member's sporadic attendance prevents meaningful participation in Commission matters.~~

ARTICLE VI: VACANCIES

~~Staff supporting the The Chair of the Commission-VRWJPO~~ will notify the cChair of the VRWJPB of vacancies occurring in the CAC membership. The VRWJPB will utilize an open appointment process to ~~will fill vacancies with a person from the same County (Dakota or Scott) in which the person being replaced resided within 60 days from the date the VRWJPB is notified of the vacancy.~~

ARTICLE VII: COMPENSATION

Members of the ~~Commission-CAC~~ will receive no salaries or fees for their services, but members will be eligible to receive a per diem payment in an amount approved by each County per meeting in lieu of expenses ~~of \$35 per meeting in lieu of expenses.~~

ARTICLE VIII: OFFICERS

The ~~Commission-CAC~~ will elect a ~~C~~chair and a vice-~~c~~Chair from among its members. ~~Officers-The chair and vice-chair~~ will be elected at the first meeting of the calendar year and shall serve ~~one-year~~~~one-year~~ terms. The ~~c~~Chair shall: (1) preside at all meetings of the ~~Commission-CAC~~; (2) lead meetings in an orderly fashion; (3) ~~plan meeting agendas in cooperation with staff;~~ (4) encourage participation by all members at meetings; (45) serve as primary contact to the VRWJPB; and (56) appoint members and the ~~c~~Chair of each committee established pursuant to Article XIII. The vice-~~c~~Chair shall perform the duties of the ~~c~~Chair in the ~~c~~Chair's absence.

ARTICLE IX: MEETINGS

The ~~Commission-CAC~~ will meet regularly pursuant to a schedule established by the ~~Commission-CAC~~. The ~~c~~Chair may call special meetings. ~~The Commission will be subject to the Open Meeting Law, Minn. Stat. Ch. 13D.~~ A quorum of at least five ~~Commission~~-members must be in attendance ~~at regularly scheduled meetings~~ to vote on ~~action agenda items or to vote on~~ motions for recommendations to the VRWJPB that are made during regularly scheduled meetings. Any meeting where an agenda item may result in the CAC making a recommendation, rather than comment only, to the VRWJPB shall be subject to the requirements of the Open Meeting Law, Minn. Stats. Ch. 13D.

ARTICLE X: VOTING

Each ~~Commission~~-member is entitled to one vote. The ~~Commission-CAC~~ will function by a majority vote of the members present. There must be a quorum present to vote. A tie-vote by the ~~Commission-CAC~~ constitutes an impasse, and the item in question will remain a tie and be reported to the VRWJPB as a tie. Comments provided by the CAC to the VRWJPB do not require a vote.

ARTICLE XI: OFFICIAL MINUTES

The minutes of the ~~Commission-CAC~~ will be recorded by ~~Dakota County~~VRWJPO staff, and will include the time, date and place of the meeting, the attendance of the members and guests, the topics of the meeting, actions taken or findings made, results of roll call votes, and a narrative or summary of pertinent discussions, comments and recommendations. A copy of the minutes for each meeting will be made available to ~~members of~~ the VRWJPB and ~~the Commission-CAC on the VRWJPO website in a format found acceptable or specifically requested by each member.~~

ARTICLES XII: RULES AND RESPONSIBILITIES

The ~~commission-CAC~~ will use Robert's Rules of Order to govern its meetings and the transaction of its business.

ARTICLE XIII: SUBCOMMITTEES

To accomplish its prescribed responsibilities, the ~~Commission-CAC~~ may create subcommittees of its members to study and report to the CAC on projects, plans and programs ~~items~~ under consideration by the ~~VRWJPB CAC~~. Such subcommittees will operate under the se bylaws and rules of the full Commission ~~Robert's Rules of Order to govern its meetings~~.

ARTICLE XIV: STAFF SUPPORT

Dakota County and Scott County will provide staff support to the ~~Commission CAC~~, coordinated through those staff assigned to perform duties for thee Dakota County Physical Development Division Director ~~VRWJPO staff~~. The cost of such support will be funded through the budget of the VRWJPB. The VRWJPB also may make technical support available to the CAC ~~Commission~~.

ARTICLE XV: AMENDMENTS TO THE BYLAWS

Any ~~Commission~~ member may offer a motion to amend the bylaws. The motion must receive a second before a vote on an amendment will be scheduled. All proposed amendments must be read before the ~~Commission-CAC~~ at a regularly scheduled meeting. Voting on any amendment will be held at the first meeting after a motion to amend has been

made and seconded. Amendments to the bylaws will require a majority vote of those members present at the meeting and require approval by the VRWJPB.

ARTICLE XVI: SEPARABILITY PROVISIONS

Should any ~~provision~~article of these bylaws be held invalid, unconstitutional, or void ~~or~~ otherwise in violation of the law, the remaining provisions will remain in full force and effect.

ARTICLE XVII: EFFECTIVE DATE

These bylaws will take effect upon- adoption by the CAC and approval by the VRWJPB.

Duly adopted on the 12th day of February, 2025 by the CAC and signed by the 2025 chair of the CAC.

By: _____ Date _____
2025 Chair of the Vermillion River Watershed
Community Advisory Committee

These bylaws adopted by the Vermillion River Watershed Community Advisory Committee on the 12th day of February, 2025 have been approved by the VRWJPB on ___ day of _____, 2025.

By: _____ Date _____
2025 Chair of the VRWJPB

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7b. Presentation and Discussion of Vermillion River Watershed Joint Powers Organization Planned 2025 and 2026 Capital Improvement Plan Projects

Meeting Date: 2/12/2025
Item Type: Regular-Information
Contact: Kelly Perrine and Jeff Dunn
Telephone: 952-891-7140
Prepared by: Kelly Perrine and Jeff Dunn



PURPOSE/ACTION REQUESTED

- Information only. Presentation and Discussion of Vermillion River Watershed Joint Powers Organization Planned 2025 and 2026 Capital Improvement Projects.

SUMMARY

The presentation will highlight projects planned for implementation in either 2025 or 2026. The projects presented are in varied levels of project development given the timespan covered. The presentation will provide a high-level overview of the planned projects, where they are located, project goals and resource benefited, funding sources, and tentative dates for implementation.

EXPLANATION OF FISCAL/FTE IMPACT

For projects specifically identified in the 2025 Vermillion River Watershed Joint Powers Organization (VRWJPO) budget, funds are already allocated. For those projects not specifically identified in 2025 but planned for 2025, funds are available in the VRW General Cost-Share or Misc. Grant Match line item. For projects planned for 2026, funds would be allocated through the draft and final 2026 budget development and approval process that will occur in 2025.