



DAKOTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

Dakota County Extension and Conservation Center
4100 220th Street West, Suite 102
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2011 SWCD Board Committees

Committee of the Whole

Responsibility: The committee is responsible for reviewing significant policy issues that focus on supervisor elections or vacancies, new programs or activities that result in changes to organization structure, strategic planning efforts of the Board, or other agenda items that require special attention and are not easily identified through specific committees.

Meetings: The committee will meet as needed to review agenda items and provide a recommendation prior to the regular monthly Board meeting.

Community Development Committee

Responsibility: The committee is responsible for reviewing activities associated with urban cost-share projects other urban related activities.

Meetings: The committee will meet as needed to review agenda items and provide a recommendation to the full Board.

Equipment Committee

Responsibility: The committee is responsible for reviewing needs and expenses for equipment such as vehicles, machinery, computers, copiers, plotters, office furniture or other large expense items.

Meetings: The committee will meet as needed but should meet in January or February of each year to review annual expenditure plan.

Finance Committee

Responsibility: The committee includes the Treasurer and is responsible for reviewing the financial standing of the District and evaluating anticipated expenditures and revenues.

Meetings: The committee will meet during the following times during the year or as needed.

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|---------|---|
| January | 4 th Quarter and Year-end Review |
| April | 1 st Quarter Review |
| July | 2 nd Quarter Review and County Budget Proposal |
| October | 3 rd Quarter Review an County Budget Proposal |

Personnel Committee

Responsibility: The committee includes the Chair and Vice-Chair. The Committee will be responsible to evaluate and make recommendations to the Board on various issues including ethics, personnel policies, staff changes and major training requests. The Committee will conduct performance reviews of the District Manager.

Meetings: The committee will meet as needed or at the call of the Chair.

Rural Lands Committee

Responsibility: The committee is responsible for reviewing activities associated with rural land cost share projects other rural land activities..

Meetings: The committee will meet as needed to review agenda items and provide a recommendation to the full Board.

2011 SWCD Board Assignments

Association of Metropolitan Soil and Water Conservation Districts Assignment

Responsibility: The assignment includes attendance and participation at “Metro Association” meetings. The Metro Association, among other items, reviews activities of the BWSR Non-Point Engineering Assistance Program for Technical Service Area 8 and the Landscaping position(s) funded through the NRCS.

Meetings: Association generally meets at 4:00 p.m. on the last Wednesday of the odd numbered months or six times a year.

Legislative Assignment

Responsibility: The assignment is responsible for keeping current with legislative initiatives through coordination with the Area Director of MASWCD. The assignment is established to develop a clear route of communication between the Board of Supervisors and staff with regards to legislative issues.

Meetings: Meetings are generally not scheduled on a routine basis.

NRCS Local Work Group Assignment

Responsibility: The assignment is responsible for representing the District at meetings that involve information requests by the USDA regarding conservation priorities within Dakota County.

Meetings: Meetings are generally scheduled once a year.

Vermillion River Watershed Joint Powers Organization Assignment

Responsibility: The assignment is responsible for representing the District at Board meetings as necessary.

Meetings: Meetings are generally scheduled for the 4th Thursday of the month.

North Cannon Watershed Management Organization Assignment

Responsibility: The assignment is responsible for representing the District at Board meetings as necessary.

Meetings: Meetings are generally scheduled four times a year.

Other Watershed Management Authorities Assignment

Responsibility: The assignment is responsible for representing the District at Board meetings as necessary.

Meetings: Meetings for all other watershed authorities in Dakota County are generally scheduled as follows (subject to change):

Lower Minnesota River Watershed District - 3rd Wednesday of the month at 7:00 p.m.

Black Dog Watershed Management Organization - 3rd Wednesday of the month at 5:00 p.m.

Gun Club Lake Watershed Management Organization - 3rd Wednesday of the month at 4:00 p.m.

Lower Mississippi River Watershed Management Organization – 3rd Thursday of the month at 9:00 a.m.

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2011 Committees and Assignments

| Committee | Primary | Delegate |
|-----------------------|-------------------|-------------------|
| Community Development | Jason Swenson | Diane Blake |
| Equipment | Kevin Chamberlain | Joe Meyers |
| Finance | Kevin Chamberlain | Joe Meyers |
| Personnel | Joe Meyers | Chris Nielsen |
| Rural Lands | Chris Nielsen | Kevin Chamberlain |

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

| Assignment | Primary | Delegate |
|--|-------------------|----------------------|
| Metropolitan Conservation Districts Joint Powers Board | Jason Swenson | Diane Blake |
| Legislative | Kevin Chamberlain | Brian Watson (staff) |
| NRCS Local Work Group | Joe Meyers | Chris Nielsen |
| Vermillion River Watershed Management Organization | Kevin Chamberlain | Jason Swenson |
| North Cannon Watershed Management Organization | Chris Nielsen | Joe Meyers |
| Other Watershed Management Authorities | Jason Swenson | Diane Blake |