



Scott Soil and Water Conservation District

REGULAR BOARD MEETING

Wednesday, January 19, 2011 - 8:00 A.M.

7151 West 190th Street, Suite 125, Jordan, MN 55352

MEETING MINUTES

SWCD Members Present

Ewald Gruetzmacher, Chair
Gary Hartmann, Secretary-Treasurer
Paul Krueger, Vice-Chair
Jim Fitzsimmons
Linda Brown

SWCD Staff Present

Troy Kuphal, Staff
Shelly Tietz, Staff

Others Present

Katundra Shears, NRCS

1) **Call to Order**

Chair Gruetzmacher called the meeting to order at 8:00 a.m. A quorum was present.

2) **Agenda Additions, Deletions & Approval**

- Move agenda item 6 Oath of Office and item 7 Election of Officers to item 3 and 4 on agenda.
- Under Other Business, add Authorize Signatures on Scott Soil and Water Conservation District and Metropolitan Conservation District Bank Accounts.

3) **Oath of Office**

Ewald Gruetzmacher administered the Oath of Office to newly elected supervisors Jim Fitzsimmons and Gary Hartmann.

4) **Election of Officers**

Motion by Jim Fitzsimmons, second by Paul Krueger, to nominate Ewald Gruetzmacher for Chairman. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

Motion by Ewald Gruetzmacher, second by Jim Fitzsimmons, to nominate Paul Krueger for Vice-Chairman. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

Motion by Jim Fitzsimmons, second by Linda Brown, to nominate Gary Hartmann for Secretary-Treasurer. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

Motion by Paul Krueger, second by Linda Brown, that nominations cease and cast an unanimous ballot for Gruetzmacher for Chairman, Krueger for Vice-Chairman and Hartmann for Secretary-Treasurer. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

5) **Minutes**

Motion by Linda Brown, second by Paul Krueger, to approve the minutes of December 8, 2010. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

6) **Bills**

Bills reviewed.

7) **Treasurer**

Motion by Jim Fitzsimmons, second by Linda Brown, to approve the Treasurer's Report as read, subject to audit, and pay the bills submitted totaling \$211,313.57 (checks #16964-#17009). Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

8) Committee Assignments

Motion by Paul Krueger, second by Jim Fitzsimmons, to nominate and approve Gary Hartmann as an additional committee member to the Finance Committee and the Education Committee. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

Motion by Paul Krueger, second by Jim Fitzsimmons, to authorize other Scott SWCD committee assignments to remain unchanged from the previous year. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

9) Approval of Regular Board Meeting Dates for 2011

Motion by Gary Hartmann, second by Linda Brown, to approve the 2011 Board Meeting schedule for the 3rd Wednesday of each month. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

10) Reports and Announcements**a. SWCD Activity Report**

Troy Kuphal reviewed the December SWCD Activity Report.

b. NRCS Activity Report

Katundra Shears reviewed the December NRCS Activity Report. She updated the Board on the new FOIA/Privacy Act revisions.

c. Metro Conservation District Updates

The MCD meeting will be held on January 26, 2011. The managers will be proposing to the MCD Board a reduction in dues. Linda Brown is interested in running for the Treasurer position on the MCD Board.

d. Announcements

- Kuphal informed the Board that Scott SWCD has entered into an agreement with Meritide to complete the Soil and Water Information Management System (SWIMS). The project will begin the first week of February.
- Kuphal presented the Board with Douglas Schoenecker's letter of resignation. Doug's last day is January 31, 2011.
- Motion by Jim Fitzsimmons, second by Paul Krueger, to recess the meeting at 9:30 a.m. and reconvene at 9:45 a.m. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
- Motion by Jim Fitzsimmons, second by Paul Krueger, to approve supervisors' attendance at the information program for the MASWCD Legislative Briefing and Day at the Capitol on February 28, 2011, and Troy Kuphal, Linda Brown and Jim Fitzsimmons' attendance at individual meetings with Legislators on March 1, 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
- Kuphal updated the Board on the Minnesota Conservation Corps application that was recently approved.

11) New Business Items**a. Operator Contracts and Agreements**

Motion by Jim Fitzsimmons, second by Linda Brown, to approve the following Cooperator Contracts, Payments and Agreements:

11 a.1. State Cost Share

- Nick Arneson (#11-03), application for Well Decommission Project with a cost estimate of \$1,000 and the maximum state cost share not to exceed 50% or \$500 of the total eligible costs, whichever is less. The project will start by 12/1/11 and be completed by 12/31/11 with Dave Rickert as the Conservation District Technical Representative.

11 a.2. Scott WMO Cost Share

- Jerome Breeggemann, final payment for Rock Inlets (WMO #11-10) for \$2,475.
- R & R Farms (Martin Ruehling), technical assistance for Water and Sediment Control Project (WMO #11-06) for \$2,516.
- Ben Zweber, technical assistance for Native Prairie Planting (WMO #11-05) for \$25,262.
- John Francis, technical assistance for Streambank Stabilization (WMO #11-08) for 34,475.
- John Francis, technical assistance for Streambank Stabilization (WMO #11-07) for \$19,625.
- Mark Lano, technical assistance for Wetland Restoration (WMO #11-09) for \$3,800.
- Myron Simon, partial payment for Lined Waterway (WMO #09-48) for \$3,121.
- John Francis, escrow agreement for Streambank Stabilization (WMO #11-08) for \$500.
- Slack Farms, escrow agreement for Rock Inlets (WMO #11-03) for \$480.
- John Whipps, partial payment for Grade Stabilization (WMO #10-41) for \$11,724.
- City of Prior Lake, technical assistance for Innovative Project (WMO #10-52) for \$31,993.

11 a.3. Cooperator Agreements

- Kevin Slack, cooperator agreement for property located in Belle Plaine Township.
- C. Marvin Erickson, cooperator agreement for property located in Cedar Lake Township.
- John Francis, cooperator agreement for property located in Helena Township.
- Robert Schultz, cooperator agreement for property located in Belle Plaine Township.

11 a.4. Cooperator Plans

- Guy Kelnofer
- Lee Schmidt
- Kim Devine-Johnson

Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

b. Tree Seedling Donation

Motion by Jim Fitzsimmons, second by Linda Brown, to approve up to 175 seedlings to be donated based on organizations requests. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

c. IRS Mileage Rate

Motion by Paul Krueger, second by Linda Brown, to approve the Internal Revenue Service standard mileage rate of 51 cents beginning January 1, 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

d. Designation of 2011 Depository Institution

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve Frandsen Bank & Trust as the Scott Soil and Water Conservation District's depository designation. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

e. State Revolving fund (AgBMP Loan Program) Committee

Motion by Linda Brown, second by Paul Krueger, to approve scheduling a State Revolving Fund (SRF) Committee Meeting. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

f. Non-Point Engineering Assistance Program

Motion by Linda Brown, second by Paul Krueger, to approve Sherburne's NPEAP engineering request for Baldwin Township, to install a Water & Sediment Control Project for \$7,400.

g. FY2011 Metro WCA Grant Agreement

Motion by Jim Fitzsimmons, second by Gary Hartmann, to approve the 2011 Metro WCA Enforcement Grant Agreement for \$9,500.

h. Training

Motion by Paul Krueger, second by Linda Brown, to approve the following training:

1. Diane Hrabe to attend several website maintenance courses offered at Normandale Community College for \$766.
2. Ryan Holzer and Willie Peters to attend the Erosion and Stormwater Management Conference on March 3, 2011 for \$360.
3. Emily Javens and Dan Miller to attend the Blue Thumb Train the Trainer workshop on February 11, 2011 for \$70.

Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

i. Personnel Committee Report

Motion by Jim Fitzsimmons, second by Gary Hartmann, to approve Personnel Committee recommendations including

- 1% meritorious increase for employees receiving a performance rating above a medium level.
- Grade increase from 7/2 to 8/1 for Resource Conservation Technician Ryan Holzer
- Change title and job description for Jaime Rockney, from Water Quality Technician to Water Resource Specialist.

Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

12) Old Business

a. FY2011 Budget

Motion by Linda Brown, second by Jim Fitzsimmons, to amend the Scott SWCD 2011 Budget, to reflect a 1.5% cost-of-living adjustment and 1% merit increase in hourly wages, over 2010 levels, and an additional \$19,450 in revenues and authorize expenditures by District Manager up to line item detail amounts as presented in the FY2011 Detailed Budget. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

b. Adoption of SWCD Comprehensive Plan

Motion by Jim Fitzsimmons, second by Linda Brown, to adopt Resolution 11-01, adopting Scott County's Water Resources Plan as the District's Comprehensive Plan, and adopting the High Priority Resources Concern Map and Long Term Budget Forecast. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

13) Other Business

a. Authorize Signatures on Bank Accounts

Motion by Jim Fitzsimmons, second by Linda Brown, to approve Gary Hartmann, Ewald Guetzmacher and Troy Kuphal as authorized signers for the Scott Soil and Water Conservation District and Metropolitan Conservation District's depository accounts.

14) Adjourn

Motion by Jim Fitzsimmons, second by Paul Krueger to adjourn the meeting at 11:30 a.m. Ayes: Fitzsimmons, Schwingler, Gruetzmacher, Krueger and Brown. Nays: 0