



Scott Soil and Water Conservation District

REGULAR BOARD MEETING

Wednesday, March 16, 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
Emily Javens, Staff
Dan Miller, 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**

1. Under Other Business, add Treasury Report format.

3) **Minutes**

Motion by Jim Fitzsimmons, second by Gary Hartmann, to approve the minutes of February 16, 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

4) **Bills**

Bills reviewed.

5) **Treasurer**

Motion by Paul Krueger, second by Linda Brown, to approve the Treasurer's Report as read, subject to audit, and pay the bills submitted totaling \$277,450.19 (checks #17055-#17093). Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

6) **Reports and Announcements**

a. **SWCD Activity Report**

Troy Kuphal reviewed the February SWCD Activity Report.

b. **NRCS Activity Report**

Katundra Shears reviewed the February NRCS Activity Report.

c. **Announcements**

- The Area IV meeting is scheduled for April 6.
- The districts tree distribution is scheduled for April 15 and 16. The district has organized "Conservation Day" on April 15 to coincide with tree distribution. The event will include information booths with local farmers, landscapers, master gardeners and SWCD conservationists.
- Erosion & Sediment Control Program will be testing a mobile laptop which will simplify the paperwork and implement mobile technology with the database system. The cost of the unit is approximately \$3,000 - \$4,000.

- Scott County recently sent the Scott SWCD \$49,000 which is half of the 2011 general service allocation provided by them.

d. **2010 Budget Summary**

The 2010 Budget Summary comparing budget vs. actual disbursements and revenues was reviewed with the Board.

e. **SWCD Urban Program Presentation**

Emily Javens and Dan Miller provided a presentation on the SWCD Urban Program.

7) **New Business Items**

a. **Cooperator Contracts, Payments and Agreements**

Motion by Gary Hartmann, second by Paul Krueger, to approve the following Cooperator Contracts, Payments and Agreements:

7a.1. State Cost Share

- Steve Johnson (#11-06), application for Lined Waterway Project with a cost estimate of \$5,600 and the maximum state cost share not to exceed 75% or \$2,240 of the total eligible costs, whichever is less. The project is to start by 12/15/11 and be completed by 12/31/11 with Willie Peters as the District Technical Representative.

7a.2. Scott WMO Cost-Share

- Hubert & Tom Jeurissen, contract for Filter Strip (SWMO #11-13) for \$4,600.
- Todd Giesler, contract for Filter Strip (SWMO #11-12) for \$4,446.
- Alan Malecha, Amendment #1 for contract #07-25, to change the completion date to June 30, 2010.
- Alan Malecha, Amendment #1 for contract PR #08-05, to change the completion date to June 30, 2010.
- Rob Schultz, technical assistance for Rock Inlets (SWMO #11-11) for \$825.

7a.3. Clean Water Fund

- City of Prior Lake, contract for Pond Modifications (#11-100) for \$25,000.
- City of Savage, contract for Pond Modifications (#11-101) for \$25,000.

7a.4. Cooperator Agreements

- Hubert & Tom Jeurissen, cooperator agreement for property located at St. Lawrence Township.
- Todd Giesler, cooperator agreement for property located at Blakeley Township.
- Steve Johnson, cooperator agreement for property located at St. Lawrence Township.
- Jim Sandin, cooperator agreement for property located at Cedar Lake Township.

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

b. **2010 Financial Statements**

Staff presented the 2010 Financial Statements. Motion by Linda Brown, second by Paul Krueger to approve the 2010 Financial Statement report as of December 31, 2010 and submit it to the Board of Water & Soil Resources. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

c. **2010 Accomplishment Report/2011 Work Plan**

The 2010 accomplishment report summarizing the district's past year's accomplishments and a plan of work for the coming year were presented to the Supervisors for approval. Motion by Jim Fitzsimmons, second by Linda Brown, to approve the 2010 Accomplishment Report and 2011 Annual Plan of Work and submit both reports to the Board of Water & Soil Resources. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

d. **Equipment Rental Program Fees**

On February 16 the Equipment Rental Committee met to review 2010 usage statistics, rental fees, and equipment conditions. The committee recommended an increase in rental rate fees and drop off charge due to the increasing costs to maintain the program. The Committee also discussed possible replacement of the John Deere No-till Drill. Motion by Jim Fitzsimmons, second by Linda Brown, to approve changing Equipment Rental fees, including increasing the drop-off fee from \$75 to \$100 and the rental rate from \$6.50 to \$8 per acre and purchase a John Deere No-Till Drill and trade in the current drill. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

e. **Agreements**

1. Motion by Jim Fitzsimmons, second by Gary Hartmann to approve the Minnesota Waters/Training Volunteers for Water Quality Monitoring Agreement. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
2. Motion by Paul Krueger, second by Jim Fitzsimmons to approve the Amended Agreement Establishing the Metropolitan Conservation Districts Technical Service Area JPA. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
3. Motion by Jim Fitzsimmons, second by Linda Brown, to approve the Vermillion River Watershed Joint Powers Organization Joint Powers Agreement for 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
4. Motion by Jim Fitzsimmons, second by Paul Krueger, to approve the Prior Lake-Spring Lake Watershed District Agreement for Professional Services for 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
5. Motion by Jim Fitzsimmons, second by Gary Hartmann, to approve the Joint Storm Water Education Program Agreement. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

f. **Non-Point Engineering Assistance Program**

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

1. Chisago Soil and Water Conservation District project for Sunrise Township, engineering funds for Runoff Control Plan for \$4,550.
2. Chisago Soil and Water Conservation District project for City of North Branch submitted a new contract reflecting a change to a different contractor.
3. Chisago Soil and Water Conservation District project for Craig Mattson submitted a new contract reflecting a change to a different contractor.

g. **Area IV Meeting**

Motion by Jim Fitzsimmons, second by Linda Brown to approve all supervisors to attend the Area IV meeting on April 6. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

h. **Purchase**

Motion by Jim Fitzsimmons, second by Paul Krueger to hire Intercomp, Inc. to calibrate four portable truck scales with the possible need to repair one of them. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

i. **Training**

1. Motion by Paul Krueger, second by Linda Brown, to approve training requests from the University of Minnesota Wetland Delineator Certification Program for Ryan Holzer and Troy Kuphal at an approximate cost of \$1,650. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
2. Motion by Linda Brown, second by Jim Fitzsimmons, to approve Willie Peters to attend the MN DNR Stream Workshop for \$300.

8) Other Business

Staff presented a new proposed format for the monthly Treasurer's Report, indicating it was less detailed in some respects but contained the required minimum information and took much less time to prepare. There being no objection, the Board approved use of the new format but directed staff to prepare a supplemental report twice per year that provided more detail including program-based account balances. The Board also directed staff to deposit all petty cash funds into the District's operating account and terminate use of petty cash. Staff indicated these changes would be reflected in the next Treasurer's Report.

9) Adjourn

Motion by Jim Fitzsimmons, second by Linda Brown, to adjourn the meeting at 10:35 a.m. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.