



Scott Soil and Water Conservation District

REGULAR BOARD MEETING

Wednesday, October 13, 2010 - 8:00 A.M.

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

MEETING MINUTES

SWCD Members Present

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

SWCD Staff Present

Troy Kuphal, Staff
Shelly Tietz, Staff

Others Present

Katundra Shears, NRCS
Ryan Love

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**

Addition of Agenda item 8. k. Practice Implementation Request Form.

3) **Minutes**

Motion by Jim Fitzsimmons, second by Linda Brown, to approve the minutes of September 8, 2010. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

4) **Bills**

Bills reviewed

5) **Treasurer's Report**

Motion by Linda Brown, second by Jim Schwingler, to approve the Treasurer's Report as read, subject to audit, and pay the bills submitted totaling \$179,473.67 (checks#16841-#16881). Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

6) **Reports and Announcements**

a.-b. **Monthly Activity Report**

Troy Kuphal reviewed the September Monthly Activity Report with the supervisors.

c. **MCD Update**

Kuphal reported on the Metro Conservation District meeting attended on September 29. The MCD Board approved the changes to the Joint Powers Agreement. It was also approved to split the position of Secretary/Treasurer into two separate positions. The MCD website will post the meeting and agenda items and is proposing to change the provision that agenda items need to be received 10 days prior to the meeting before action can be taken. The Work Plan and Budget will be from June 1 to December 31. The MCD board approved an appointment of a Strategic Planning Committee for vision on how the program should evolve in 3 to 5 years. At this time Supervisor Brown declined participating on the committee.

Discussion held on the hours that Scott SWCD committed to the LRP. The Scott SWCD has potential opportunity to exchange hours with Dakota SWCD. Scott SWCD would receive hours from Dakota SWCD to complete Landscape Restoration Projects and Dakota would receive hours from Scott SWCD to assist with Water Quality duties. Motion by Jim Schwingler, second Jim Fitzsimmons to stay vested in NPEAP and LRP program enough to receive the benefits and continue discussion with Dakota SWCD on exchanging hours and provide a recommendation to the board. Kuphal indicated he would maintain a

commitment of 400 total hours to LRP activities, but reduce the number of MCD hours according to the number of hours he could successfully secure from debt.

d. **Announcements**

- Dave Rickert has been appointed as District 4 Hennepin Conservation District Board supervision.
- Motion by Jim Schwingler, second by Paul Krueger to approve all supervisors to attend the Soil and Water Transfer of Development Rights Forum.
- The Metropolitan Area Conservation District Fall Meeting will be held on November 18 at Ramsey SWCD office in Arden Hills.

e. **Land Steward of the Month**

Fran Barten and Family

7) **Old Business**

a. **Data Management System Update**

Last month the Board authorized staff to negotiate a professional service contract with Winhaven Consulting Services. The district contacted Scott County IT to inform them of the district's decision regarding a Data Management System and they requested an opportunity to provide the district with a possible alternative. A Scott County IT staff reviewed possible alternatives with Kuphal and Tietz and recommended Microsoft SharePoint. Kuphal will contact Scott County IT for a formal proposal so the district can compare both database management system recommendations and make a decision.

b. **Premium Only Plan Agreement**

Motion by Jim Fitzsimmons, second by Jim Schwingler, to approve the Premium Only Plan with Troy Kuphal designated as Plan Administrator. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

8) **New Business Items**

a. **Operator Contracts and Agreements**

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

8 a.1 State Cost Share

- Ryan Nelson, final payment for Well Decommissioning (#10-07) for \$300.00 with FY2010 cost share funds.
- Phyllis Wayne, application for Well Decommissioning (#10-08) with FY2010 cost share funds of \$497.48 and FY2010 funds of \$777.42. The project will start by December 1, 2010 and be completed by December 31, 2010 with Dave Rickert as the District Technical Representative.
- Hidden Oaks Middle School, Amendment #1 for a Native Buffer Planting (#10-04) to change the start date to July 2, 2011 and completion date to July 8, 2011.

8 a.2 Scott WMO Cost Share

- City of Prior Lake, final payment for Innovative – Iron Filings Study for Storm Ponds (SWMO #10-04) for \$18,185 and return \$15 back into FY2010 Scott WMO cost share account.
- William Hammes, final payment for Grassed Waterway (SWMO #10-16) for \$161.25 and return \$93.75 back into FY2010 Scott WMO cost share account.
- Phyllis Wayne, escrow agreement for Well Decommissioning (SWMO #10-45) for
- Phyllis Wayne, Technical Assistance for Well Decommission (SWMO #10-45) for \$1,275)
- Bauer Brothers, escrow agreement for Rock Inlets (SWMO #10-39) for \$500.
- Luke Friendshuh, 1st half filter strip payment (#FS09-62) for \$1,260.50.
- Paul Doucette, escrow agreement for Grade Stabilization, (SWMO #10-40) for \$500.

8 a.3 PLSLWD Cost Share

- Ryan Nelson, final payment for Well Decommission (PL#10-02) for \$701.25 and return \$74.75 to the PLSL cost share account.

8 a.4 Cooperator Agreements

- William McCue, cooperator agreement for property located in Eagle Creek Township.
- Phyllis Wayne, cooperator agreement for property located in Sand Creek Township.

Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

b. Scott County Conservation Team Building Event

Kuphal recommended that the district host a team building luncheon to include district staff and cooperating watershed agencies staff. Discussion would include current projects and common goals of these organizations. A potential facility for the event could be McColl Learning Center in Savage. Staff will research and present additional details at a future board meeting.

c. NACD Membership Dues

Motion by Jim Schwingler, second by Jim Fitzsimmons, to approve FY2011 NACD Membership dues of \$887. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

d. Minnesota Association of Soil and Water Conservation District

1. Motion by Jim Fitzsimmons, second by Jim Schwingler, to approve supervisors and half of the district staff to attend the MASWCD Convention December 6 and 7. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0
2. Motion by Paul Krueger, second by Jim Fitzsimmons, to approve submittal of the MASWCD resolutions. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

e. New Vehicle Purchase

Kuphal requested quotes to purchase a 2011 Ford F-150 with a trade-in of the 2003 Ford Explorer from three ford dealerships in Scott County. Motion by Jim Schwingler, second by Paul Krueger, to approve the purchase of a 2011 Ford F-150 and topper from Wolf Motors in Jordan at a cost of \$16,398 plus tax and license. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

f. Area IV Meeting Attendance Approval

Motion by Paul Krueger, second by Linda Brown, to approve supervisors to attend the Metropolitan Area Conservation Districts Fall Meeting on November 18 at the Ramsey SWCD office in Arden Hills. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

g. Training

1. Motion by Jim Fitzsimmons, second by Linda Brown, to approve \$155 registration fee for Emily Javens to attend the Design of Construction Stormwater Pollution Prevention Plans Recertification on November 4 in Mankato. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

h. Nonpoint Engineering Assistance Program

Motion by Jim Fitzsimmons, second by Linda Brown, to approve the following NPEAP applications:

1. Wright SWCD project for Marysville Township, engineering funds for a Streambank Stabilization project for \$2,100.
2. Scott SWCD project for John Whipps, engineering funds for a Streambank Stabilization project for \$420.

Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

i. **Grant Applications**

1. Minnesota Pollution Control Agency is offering a Surface Water Assessment Grant which would allow monitoring on water resources that don't have any monitoring history. Motion by Jim Fitzsimmons, second by Jim Schwingler, to apply for the MPCA Surface Water Assessment Grant for up to \$30,000. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0
2. Motion by Linda Brown, second by Paul Krueger to approve district staff to apply for the Minnesota River Board Programs Grant for up to \$2,500 to assist with education outreach workshops for the Joint Storm Water Education Program. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

j. **Policy Issues**

1. Discussion held on the district's level of response to potential Wetland Conservation Act violations. Supervisors established that the role of district staff is to not file complaints or initiate enforcement action. They should, however, make an effort to inform landowners they may be in violation of the Wetland Conservation Act, discuss possible solutions and potential consequences that may result if the activity is not corrected.
2. Discussion held on inspection frequency for the Erosion Sediment Control Program. Credit River Township currently has weekly erosion and sediment control inspections. Staff will contact Credit River with a recommendation that when a building site is not near a water resource area, inspections could be decreased to lower their costs.
3. Discussion held on hotel accommodations for district staff. It was decided that the District Manager will have discretion to determine whether the expenses for hotel accommodations would be approved.

k. **Practice Implementation/Amendment Request Form**

Kuphal notified the Board of a Conservation Plan Amendment for Easement I.D. # 70-03-97-02 for Chris Havlicek.

9) **Other Business**

Kupal noted Dan Miller, Joint Storm Water Education Coordinator, provided a presentation to the Prior Lake Spring Lake Watershed Board (PLSLWD) on September 14, regarding the Scott Clean Water Education Program's accomplishments. Discussion occurred after the presentation as PLSLWD Board felt additional hours would be dedicated to their organization due to their large contribution. Initially PLSLWD Board voted to withdraw from the JSWEP but later rescinded their motion. The Joint Storm Water Education Coordinator will provide PLSLWD additional hours through the end of the year, as previously discussed.

10) **Adjourn**

Motion by Jim Fitzsimmons, second by Jim Schwingler, to adjourn the meeting at 10:25 a.m. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0