



SCOTT SOIL AND WATER CONSERVATION DISTRICT

*"Helping Scott County Citizens Protect and Preserve
Natural Resources since 1941"*

AGENDA

BOARD OF SUPERVISORS MEETING

Wednesday, November 16, 2011

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

- 1) **Call to Order**
- 2) **Agenda Additions, Deletions & Approval** Action
- 3) **Minutes** Action
- 4) **Treasurer's Report/Bills** Information
- 5) **Staff Items** Information
 - a. SWCD Activity Report
 - b. NRCS Activity Report
 - c. Announcements
 - d. SCALE Efficiency Study (enclosed; Paul Nelson to present)
- 6) **Old Business**

(None)
- 7) **New Business Items**
 - a. **Cooperator Contracts, Payments and Agreements (EXHIBIT A)** Action
 - b. **Agreements**
 1. FY2012 NPEA Grant Agreement * Action
 - c. **Non-Point Engineering Assistance Program** Action
 1. Ridges of Sand Creek, Streambank Stabilization, Scott
 2. Leroy Chard, Grade Stabilization, Scott
 3. Ray Meierbachtol, Grade Stabilization, Scott
 4. Ralph Woestehoff, Grade Stabilization, Scott
 - d. **Training** Action
 1. Effective Presentations seminar – Jaime Rockney
- 8) **Other Business**
- 9) **Adjourn** Action

*Additional information included in the attached materials.



Scott Soil and Water Conservation District

REGULAR BOARD MEETING

Wednesday, October 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**

Motion by Paul Krueger, second by Linda Brown. to approve the following additions to the agenda:

1. Add MASWCD 2011 Resolution Ballot as item 6.b.
2. Add James Maiser Representation Letter as item 7.h.
3. Add FY2012 SWCD Grant Agreement as item 7.i.
4. Add WREP Meeting as item 7.j.

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

3) **Minutes**

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve the minutes of September 21, 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

4) **Treasurer's Report/Bills**

Motion by Paul Krueger, second by Gary Hartmann, to approve the Treasurer's Report as read, subject to audit, and pay the bills submitted totaling \$163,884.89 (checks #17365-#17405). Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

5) **Reports and Announcements**

a. **SWCD Activity Report**

Troy Kuphal reviewed the September SWCD Activity Report.

b. **NRCS Activity Report**

Katundra Shears reviewed the September NRCS Activity Report.

c. **Announcements**

- Diane Hrabe reported on Outdoor Education Day, which was held this fall. Approximately 1,300 students attended from 15 schools. Hrabe also applied for a Minnesota Valley Electric Cooperative Operation Round Up grant and was awarded \$500 to be used for Outdoor Education Day expenses.
- Hrabe reported on the 2011/2012 Tree Program. Approximately 4,800 letters/order forms were sent out, and 25,000-plus seedlings were ordered.
- The District received a Memo from Mike Kinney, Manager, and Prior Lake Spring Lake Watershed District stating PLSLWD will continue participating in the Joint Storm Water Education Program in 2012.

- Kuphal reported that the Metropolitan Conservation District submitted two applications for Clean Water Funds tied to the Landscape Restoration Program. The MCD will be notified in December if they are awarded any grant funds and will not be able to finalize a work plan until they receive notification. The MCD meeting will be postponed until December.
- Kuphal reported on progress of the Soil and Water Information Management System (SWIMS). Meritide will be providing in-house training on Monday, October 17. Scott County's IT department will be providing the District support for improvements and upgrades for the database.
- Kuphal provided an update on the Scott WMO and PLSLWD exploring Whole Farm Planning as a process in the future conservation delivery.
- Kuphal reported on Paul Nelson's efforts to organize a group to develop strategies for promoting and expanding adoption of Riparian Buffers in natural area corridors.

6) Old Business

a. Leave/PTO Update

Kuphal noted staff continues to explore options to switch to a Paid Time Off (PTO) system.

b. Tietz noted 2011 MASWCD Resolution Ballot needs to be submitted by the end of the month.

7) New Business

a. Cooperator Contracts, Payments and Agreements

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

8.a.1. State Cost Share

- Todd Lindsey (#10-06), Amendment #1, approved request for additional cost-share funds of \$1,375 coming from FY2011 State Cost Share funds. The original contractor estimates of \$20,000 increased to \$23,306, so State Cost Share funds increased from \$2,000 to \$3,375 (an increase of \$1,375).
- Todd Lindsey (#10-06), final payment for a Streambank Stabilization project for \$3,375 from FY2010 State Cost Share funds.
- Frank Fourre (#11-11), final payment for Well Sealing project for \$331 from FY2011 State Cost Share funds and return \$39 back into the FY2011 Scott WMO cost share account.
- Harbor Community Church (#09-17), final payment for Grade Stabilization project for \$1,200 with \$589 coming from FY2010 and \$611 from FY2011.
- Hidden Oaks Middle School (#10-04), cancellation of Bioretention System Project for \$5,775. Funds will be sent back to the Board of Water and Soil Resources.

8.a.2. Scott WMO Cost-Share

- Bisek Brothers (#11-43), application for Filter Strips for 2,028 for 3.4 acres.
- Donald Stocker (#11-42), application for Filter Strips for \$3,294 for 4.1 acres.
- Todd Lindsey (#10-24), Amendment #1 for additional funds of \$1,104.
- Todd Lindsey (#10-24), final payment for Streambank Stabilization project for \$14,104.
- City of Savage (#09-60), final payment for Grade Stabilization project for \$15,215.
- Chris Hagen (#09-54), final payment for Grade Stabilization project for \$12,420.
- Brian Bowers (09-43), final payment for Lakeshore Stabilization project for \$23,700.
- Meierbachtol Brothers (09-37), cancellation of Rock Inlet project for \$1,200.

8.a.3.PLSLWD

- David Jacob, final payment for Rain Barrel for \$46.
- David Jacob, final payment for Lawn Improvement project for \$39.
- Frank Fourre (PL #11-7), final payment for Well Sealing project for \$264.
- Art Schoot (PL #10-04), final payment for Lakeshore Stabilization project for \$3,373 and return \$827 back into the PLSLWD Cost Share account.
- Hidden Oaks Middle School (PL 10-1), cancellation of Bioretention System project for \$5,775.

8.a.4. Anoka Directed Funds - CWF

- City of Prior Lake (#11-104), application approval for Pond Modification for \$20,000. The project will start by 7/31/2011 and be completed by 12/31/11.

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

b. Conservation Leaders Program

The Conservation Leaders Program will recognize the top Conservation Leaders in four categories. The top three nominations in each category were presented to the Board. The awards presentation will be made to the winners in each category at the December 9 annual Scott SWCD banquet. Motion by Jim Fitzsimmons, second by Gary Hartmann, to select the following winners for each of the four categories and select the City of Prior Lake as the 2011 Conservation Leader of the Year.

Category	Winner
Agriculture Producers/Rural Landowners	Jesse and Judy Theis
Business/NGOs	Legends Club
Government Entities	City of Prior Lake
Urban/Lakeshore Residents	Nancy Sjoberg

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

c. Staff Vacancy

Motion by Linda Brown, second by Paul Krueger, to authorize the manager to advertise for the reclassified position of a Resource Conservationist II, and to convene an interview committee to include the Personnel Committee, Manager, and Engineering Technician. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

d. Personnel Committee

Motion by Paul Krueger, second by Linda Brown, to approve scheduling a Personnel Committee meeting, date TBD. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

e. MASWCD Convention

Motion by Jim Fitzsimmons, second by Linda Brown, to approve supervisors and half of the staff to attend the MASWCD convention December 5 and 6. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

f. Non-Point Engineering Assistance Program

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve the following NPEAP requests.

1. Chisago SWCD request for Richard Knapp, Wetland Restoration project for \$3,060.
2. Chisago SWCD request for Tom Watters, Wetland Restoration project for \$4,230.
3. Scott SWCD request for Ralph Woestehoff, Grade Stabilization project for \$2,185.
4. Scott SWCD request for Maynard Schmidt, Grade Stabilization project for \$2,560.
5. Scott SWCD request for Glen Schultz, Grade Stabilization project for \$2,185.
6. Scott SWCD request for Robert Edberg, Grade Stabilization project for \$2,185.
7. Wright SWCD request for Dynascape Software License for \$1,497.50.

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

g. WREP

Motion by Paul Krueger, second by Jim Fitzsimmons, to authorize the District's chairman to sign the Partnership Agreement with the Natural Resources Conservation Service (NRCS) for the Wetlands Reserve Enhancement Program (WREP).

h. **James Maiser Representation Letter**

James Maiser, CPA conducted a full audit of the Scott SWCD financial records for 2010. To complete the audit Maiser must have representation letter approved and signed by the Board Chairman. Motion by Gary Hartmann, second by Linda Brown to approve the prepared and submitted by James Maiser. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

i. **FY2012 SWCD Grant Agreement**

Motion by Jim Fitzsimmons, second by Linda Brown, to approve the Board of Soil and Water Resources (BWSR) FY2012 Base Grant Agreement. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

j. **WREP Meeting**

Motion by Jim Fitzsimmons, second by Linda Brown, to approve Supervisor Gruetzmacher attending the WREP Meeting on October 3. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

8) **Adjourn**

Motion by Jim Fitzsimmons, second by Paul Krueger, to adjourn the meeting at 9:30 p.m. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

draft



Scott Soil and Water Conservation District
As of October, 2011

ASSETS

Checking/Savings	
Checking - Valley Bank MN	24,679.36
Investments - CD	450,000.00
Savings-Hometown Bank	483,933.86
Scott WMO Escrow Account	<u>8,565.65</u>
Total Checking/Savings	967,178.87
Accounts Receivable	168,154.54
TOTAL ASSETS	<u><u>1,135,333.40</u></u>

LIABILITIES

Accounts Payable	<u>6,447.20</u>
Deferred Revenue	
Scott WMO Cost Share	250,477.38
BWSR-State Cost Share	13,439.08
Native Buffer	22,500.00
PLSL Cost- Share Program	5,017.75
Water Quality Equipment Usage	1,600.00
Scott SWCD Cost Share	7,500.00
CWF Installation Funds	63,000.00
Running Contract	720.00
USFWS	1,742.50
Total Deferred Revenue	\$365,996.71
Deposit on Tree Sales	7,350.88
Payroll Liabilities	(\$440.98)
Escrow Funds	7,025.00
Sales Tax Payable	<u>298.53</u>
TOTAL LIABILITIES	<u><u>\$386,677.34</u></u>



Scott Soil & Water Conservation District
As of October 31, 2011

Type	Date	Num	Name	Memo	Debit	Credit	Balance
							3,051.11
Check	10/03/2011	17406	Postmaster			203.84	2,847.27
Check	10/03/2011	17407	Wolf Motors			47.94	2,799.33
Check	10/03/2011	17408	Dynamex			66.13	2,733.20
Check	10/03/2011	17409	Stier Transportaton Services			317.80	2,415.40
Liability Check	10/04/2011	17410	Scott County Treasure			283.38	2,132.02
Liability Check	10/05/2011		Quickbooks Payroll Service	Created by Payroll Services		14,284.22	-12,152.20
Deposit	10/05/2011			Deposit	1,464.66		-10,687.54
Check	10/05/2011	17411	Postmaster			186.68	-10,874.22
Transfer	10/05/2011			Funds Transfer	20,000.00		9,125.78
Paycheck	10/06/2011	EFT	Daniel W Miller	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	David L Rickert	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	Diane Hrabe	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	Emily L Javens	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	Jaime M Rockney	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	Michele A Tietz	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	Ryan J Holzer	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	Scott F Schneider	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	Troy P Kuphal	Direct Deposit	0.00		9,125.78
Paycheck	10/06/2011	EFT	William G. Peters	Direct Deposit	0.00		9,125.78
Check	10/06/2011		Minnesota Department of Revenue			179.00	8,946.78
Liability Check	10/06/2011	eft	ING	98995-01		475.00	8,471.78
Liability Check	10/06/2011	eft	Internal Revenue Service	41-1312832		4,435.71	4,036.07
Liability Check	10/06/2011	eft	Minnesota Department of Revenue	5555721		824.00	3,212.07
Liability Check	10/06/2011	EFT	Minnesota State Retirement System			145.84	3,066.23
Liability Check	10/06/2011	eft	PERA	9445-00		2,832.75	233.48
Deposit	10/06/2011			Deposit	1,478.00		1,711.48
Check	10/11/2011	17412	Ace Hardware 12084-W			27.22	1,684.26
Check	10/11/2011	17413	New Prague Area Schools			150.80	1,533.46
Check	10/11/2011	17414	MVTL Laboratories, Inc			351.60	1,181.86
Check	10/11/2011	17415	Metro Conservation District			1,680.00	-498.14
Check	10/11/2011	17416	National Association of Conservation Dist			800.00	-1,298.14
Check	10/11/2011	17417	Shelly Tietz			16.03	-1,314.17
Check	10/11/2011	17418	Postmaster			457.34	-1,771.51
Check	10/11/2011	17419	Dakota County Soil & Water Conservation D			395.00	-2,166.51
Check	10/11/2011	EFT	Cardmember Service			472.38	-2,638.89
Deposit	10/11/2011			Deposit	20,228.00		17,589.11
Liability Check	10/19/2011		Quickbooks Payroll Service	Created by Payroll Services on		14,549.64	3,039.47
Check	10/19/2011	17420	Postmaster			399.99	2,639.48
Check	10/19/2011	17421	Stearns DHIA Central Lab			27.00	2,612.48
Check	10/19/2011	17432	Lindsay Todd			17,979.00	-15,366.52
Check	10/19/2011	17433	Frank Fourre			595.00	-15,961.52
Check	10/19/2011	17434	Harbor Community Church			1,200.00	-17,161.52
Check	10/19/2011	17435	City of Savage			15,215.00	-32,376.52
Check	10/19/2011	17436	Hagen, Chris			12,920.00	-45,296.52
Check	10/19/2011	17437	Bowers, Brian			24,200.00	-69,496.52
Check	10/19/2011	17438	Schoot Art			3,373.00	-72,869.52
Check	10/19/2011	17439	David Jacob			85.00	-72,954.52
Paycheck	10/20/2011		Daniel W Miller	Direct Deposit	0.00		-72,954.52
Paycheck	10/20/2011		David L Rickert	Direct Deposit	0.00		-72,954.52
Paycheck	10/20/2011		Diane Hrabe	Direct Deposit	0.00		-72,954.52
Paycheck	10/20/2011		Emily L Javens	Direct Deposit	0.00		-72,954.52



Scott Soil & Water Conservation District
As of October 31, 2011

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Paycheck	10/20/2011		Jaime M Rockney	Direct Deposit	0.00		-72,954.52
Paycheck	10/20/2011		Michele A Tietz	Direct Deposit	0.00		-72,954.52
Paycheck	10/20/2011		Ryan J Holzer	Direct Deposit	0.00		-72,954.52
Paycheck	10/20/2011		Scott F Schneider	Direct Deposit	0.00		-72,954.52
Paycheck	10/20/2011		Troy P Kuphal	Direct Deposit	0.00		-72,954.52
Paycheck	10/20/2011		William G. Peters	Direct Deposit	0.00		-72,954.52
Liability Check	10/20/2011	17443	Health Partners			5,670.20	-78,624.72
Liability Check	10/20/2011	17423	Scott County Treasure			283.38	-78,908.10
Check	10/20/2011	17424	Ace Hardware 12084-W			42.27	-78,950.37
Check	10/20/2011	17425	Dynamex			100.60	-79,050.97
Check	10/20/2011	17426	frontier			62.64	-79,113.61
Paycheck	10/20/2011	17427	Ewald W. Gruetzmacher			180.93	-79,294.54
Paycheck	10/20/2011	17428	Gary A Hartmann			463.46	-79,758.00
Paycheck	10/20/2011	17429	James Fitzsimmons			79.04	-79,837.04
Paycheck	10/20/2011	17430	Linda K Brown			75.76	-79,912.80
Paycheck	10/20/2011	17431	Paul Krueger			70.76	-79,983.56
Paycheck	10/20/2011	17442	Emily L Javens			2,215.64	-82,199.20
Transfer	10/20/2011			Funds Transfer	100,000.00		17,800.80
Liability Check	10/21/2011	eft	ING	98995-01		475.00	17,325.80
Liability Check	10/21/2011	eft	Internal Revenue Service	41-1312832		5,358.28	11,967.52
Liability Check	10/21/2011	eft	Minnesota Department of Revenue	5555721		1,017.00	10,950.52
Liability Check	10/21/2011	eft	Minnesota State Retirement System			3,053.51	7,897.01
Liability Check	10/21/2011	eft	PERA	9445-00		2,886.40	5,010.61
Deposit	10/25/2011			Deposit	4,864.59		9,875.20
Deposit	10/25/2011			Deposit	11,531.62		21,406.82
Deposit	10/27/2011			Deposit	2,157.43		23,564.25
Check	10/31/2011	17444	Dynamex			76.18	23,488.07
Check	10/31/2011	17445	Frank Fourre			28.00	23,460.07
Check	10/31/2011	17446	Holiday Fleet			358.57	23,101.50
Check	10/31/2011	17447	Metropolitan Council			866.25	22,235.25
Check	10/31/2011	17448	DeWitt Company, Inc			43.79	22,191.46
Check	10/31/2011	17449	Jaime M Rockney			66.94	22,124.52
Check	10/31/2011	17450	Regents of the University of Minnesota			200.00	21,924.52
Check	10/31/2011	17451	Town & Country Sanitary Sewer Service			85.00	21,839.52
Liability Check	10/31/2011	eft	HSA Bank			2,310.00	19,529.52
Liability Check	10/31/2011	17454	Delta Dental			645.15	18,884.37
Check	10/31/2011	17452	Radermachers Super Valu			524.91	18,359.46
Check	10/31/2011	17453	MVTL Laboratories, Inc			366.60	17,992.86
Deposit	10/31/2011			Deposit	1,681.50		19,674.36
Deposit	10/31/2011			Deposit	1,742.50		21,416.86
Deposit	10/31/2011			Deposit	1,652.00		23,068.86
Deposit	10/31/2011			Deposit	1,610.50		24,679.36
TOTALS					168,410.80	146,782.55	24,679.36



Scott Soil and Water Conservation District

MONTHLY STAFF REPORT (For October)

November, 2011 Activities

MEETINGS ATTENDED

Name of Meeting	Employee Name(s)	Date
WREP Meeting with NRCS	Troy, Katundra	10/3
PLSLWD Board Meeting	Troy	10/11
SWMO Riparian Management Committee	Troy, Katundra	10/13
MCD Managers	Troy	10/18
Scott WMO - WPC	Troy	10/24
TCMA Chloride Education Committee	Dan	10/6
Monthly DC Teleconference	Katundra	10/5
CRAC Quarterly Teleconference	Katundra	10/13
NOPBNRCSE Teleconference	Katundra	10/31

TRAINING ATTENDED

Name of Training	Employee Name(s)	Date
Water Resources Conference	Jaime	10-16
BWSR Academy	Troy, Dan, Dave	10/25-26
SWIMS	All	10/17

PRESENTATIONS PROVIDED

Audience & Topic	Employee Name(s)	Date
MPCA Grant Officials, 319 Grant Status	Willie	10/5
Prior Lake Association members, Raingardens and Native Shorelines	Dan	10/13
PLSAS Field and Leadership Day, High School students, Raingardens, native plants and soils	Dan	10/11

FEDERAL PROGRAMS - NRCS

- **CRP**
 - Completed 3 Conservation Plan and Conservation Plan of Operations (CPO) revisions
- **WHIP**
 - Herold buckthorn removal completed, DNR Forester contacted
- **EQIP**
 - Craig Peterson here for Engineering 5% spot check
 - 2 applications entered for 2012 EQIP
 - 1 waiver submitted for 2012 EQIP application
 - Contacts made for 5 participants regarding off schedule contracts

Cooperator Name	Practice	Activity*	Other C/S	
			SCS	WMO
Robert Adamek	Streambank Stabilization	Application	X	
Allen Schmitz	W/S Basins (2)	Staking/Construction		X
Colleen McNicoll	Prescribed Grazing	Contract Length Modification		
Robert Wagner	Seasonal High Tunnel System	Contract Length Modification		
Joseph Adams	Seasonal High Tunnel System	Modification to complete		

Bisek Brothers Inc.	Pest Mgmt (Buckthorn)	Contract Length Modification		
Mark Koepf	Nutrient and Pest Mgmt	Contract Length Modification		
Heidi Morlock	Pipeline, HUAP, Watering Facility	Construction		
Meierbachtol Brothers	Grade Stabilization Structure	Site Visit		
Bill McCue	WASCB	Application, site inspection, plan, survey, design/engineering		X

(*Application, site inspection, plan, survey, design/engineering, certification, etc)

- **Conservation Compliance (Plans, tract splits, 1026's)**
 - Completed 19 AD 1026 requests
 - 10 Certified Wetland Determinations
 - 9 Drainage Maintenance
 - Site visits for 2 sites for wetland review/determination
 - John Crellin here for Ecological Sciences 5% spot check
 - Winnie Chen here for wetland assistance
 - Conservation plan review with producer

STATE PROGRAMS: BWSR

- **Cost Share Projects**

Cooperator Name	Practice	Activity*	Other C/S	
			EQIP	WMO
Allen Schmitz	W/S Basin	Staking/Construction		X
Todd Lindsey	Streambank Stabilization	Certification/Payment		X
Robert Adamek	Streambank Stabilization	Application	X	

(*Application, site inspection, proposal, plan, survey/stake, design, certification, etc)

STATE PROGRAMS: County/SWCD administered

- **WCA Program**
 - Marty Rehling ditch cleaning application
 - Al Stang ditch cleaning application
 - John Bisek wildlife pond questions
 - Nickel 1st Addition – Boundary and Type review
 - Cleary Park - Boundary and Type review
 - Willard Brandt – Customer Assistance
 - Jeffers Pond Dev't – Replacement Wetland Inspections
 - Don Lovelette – Exemption Review
 - Hwy 169/69 Intersection – Boundary and Type Review/TEP
 - Merriam Junction Sands Mine – Boundary and Type Review/TEP
 - Chart Industries - Boundary and Type Review/TEP
 - Village Commons - Boundary and Type Review
- **Feedlot Program**
 - Inspected Cedar Ridge Arabians, Burdette Stief, and Wallace Bischoff feedlots; conducted one manure sample and spreader calibration for Krueger Dairy; continued work w/ YMCA on pollution abatement project and feedlot registration;
- **AgBMP Loan Program**
 - Geno Taddei septic system application approved

- **MPCA SWAG Grant**
 - Data entry/management
 - Volunteer assistance

STATE PROGRAMS: DNR

- **Well Monitoring Program**
 - Monitored wells
- **Rainfall Monitoring Program**
 - Data entry
 - Send sheets to climatologist

REGIONAL PROGRAMS: MCD

- **NPEA Program**
 - Worked with Mike Mayer on:
 - Maynard Schmitz Grade Stabilization
 - Vern Bienfang Grade Stabilization
 - Glen Schultz Grade Stabilization
 - Rob Edberg Grade Stabilization
 - Scheduled site visits with Niciole Sternquist for:
 - Ridges of Sand Creek Slope Stabilization
 - Leroy Chard Grade Stabilization
 - Meierbachtol Bros Grade Stabilization
 - Ralph Woestehoff Grade Stabilization

COUNTY PROGRAMS:

- **Countywide Erosion Control Inspection Program**
 - Development Inspections: 14
 - Building Permit Inspections: 95
- **Alt ESC building permit reviews**
 - 14 permits reviewed and approved
- **Clean Water Education Program (SCWEP)**
 - PLSAS Field and Leadership Day – Presenter
 - Deliver educational lesson about raingardens, native plants and soils
 - Assist students with evaluating the function of the McColl Pond ELC raingarden
 - Prior Lake Association Annual Meeting
 - Deliver custom presentation about “How everyone can help keep the lake clean”
 - Focused and concise message about native shoreline restoration, raingardens & low impact lawn care
 - Upper Prior Lake Retrofit Project
 - Develop education and outreach message and communication with targeted residents
 - Identify properties selected from Subwatershed Assessment
 - Develop program fact sheet for Blue Thumb Workshops and grant application process
 - MASWCD Convention Planning
 - Retrieve donations for Envirothon Auction
 - Planning and preparation for SWCD Conservation Leaders recognition program
 - Assist with selection of finalists for 2011 Award
 - Work planning and preparation for 2012 SCWEP Activities
 - Winter Salt Management Workshop for Parking Lots and Sidewalks
 - Coordinate workshop logistics
 - 21 attendees
 - PLSLWD SCWEP Activity Reporting
 - Monthly Report

- Lakeshore Restoration Workshops (MN DNR grant-funded)
 - Schedule lakeshore design reviews and next steps with workshop attendees
- Community Clean Up for Water Quality
 - Hamilton neighborhood in Savage near the Credit River
 - 30 PLSAS EcoTeam members helped hang flyers and rake leaves from curb and gutter
 - Leaves were bagged and brought to the City of Prior Lake compost facility for disposal
 - 93 bags of leaves and organic debris were collected
- Blue Thumb Raingarden Site Visits and Layouts
 - Design layout: Swanson property
 - Process raingarden grant application
- PLSLWD 2011 MAWD award application
 - Submit Boudin’s Lake Friendly Program for 2011 MAWD Program of the Year award
- Citizen engagement with residents in the Boudin’s Phase 1 Neighborhood
 - Verify rain barrel installations and lawn improvements
 - Process Lake Friendly Program applications for reimbursement
- SCWEP Steering Meeting
 - Develop SCWEP 3rd Quarter Activity Report
 - Generate ideas for activities and programs in calendar year 2012

WATERSHED ORGANIZATION PROGRAMS: Scott WMO

● **Filter Strip Program**

Cooperator Name	Activity*	Other C/S		
		SCS	EQIP	CRP
Todd Geisler	Certification			X

(*Application, site inspection, proposal, plan, survey/stake, design, certification, etc)

● **Cost Share/Incentive Program Projects**

Cooperator Name	Practice	Activity*	Other C/S	
			SCS	EQIP
Todd Lindsey	Streambank Stabilization	Certification/Payment	X	
Allen Schmitz	W/S Basins (2)	Staking/Construction		X
Allen Schmitz	W/S Basin	Staking/Construction	X	
City of Belle Plaine	Streambank Stabilization	Site Inspection		
Larry Malz	Rock Inlets	Application		
Tony Bisek	Two-Stage Ditch	Survey		
John Lambrecht	Grade Stabilization	Design		
Wm McCue	W/S Basin	Site Inspection		
Jim Schwingler	Rock Inlet	Certification		
Rob Edberg	Grade Stabilization	Design review		
John Francis	Streambank Stabilization	Staking	X	
Mark Lano	Wetland Restoration	Construction		
Tammy Wolf	Wetland Restoration	Site inspection		
Wes Herman	Innovative	Design review		
R & R Farms	W/S Basin	Staking for construction		X
Ryan Schmitz	Grassed Waterway, Grade Stabilization Structure	Site Inspection		
Darren Lake	Grassed Waterway	Site Inspection		
Bill McCue	Water and Sediment Control Basin	site inspection, plan, survey, design/engineering,		X

(*Application, site inspection, plan, survey, design/engineering, certification, etc)

- **Water Quality Monitoring Program**
 - Groundwater monitoring

WATERSHED ORGANIZATION PROGRAMS: PLSLWD

- **Water Quality**
 - Monitor chemistry and synoptic sites
 - Data management

WATERSHED ORGANIZATION PROGRAMS: LMRWD

- **Water Quality Monitoring Program**
 - Took base flow sample
- **Well Monitoring Program**
 - Monitored wells

WATERSHED ORGANIZATION PROGRAMS: VRWJPO

- **Water Quality Monitoring Program**
 - Monitored twice
 - High flow complaints from citizens – researched possible sources

- **Cost-share/Incentive Program Projects**

Cooperator Name	Practice	Activity*	Other C/S	
			SCS	EQIP
Dan Thompson	W/S Basin	Design		X

(*Application, site inspection, plan, survey, design/engineering, certification, etc)

LOCAL PROGRAMS: Pheasants Forever

- **Habitat Seed Distribution Program**
 - Placed 2012 seed order

LOCAL PROGRAMS: SWCD

- **Tree Program**
 - During the month of October, we generated \$4,893 in sales; sold 2,900 seedlings, 11 seed mixes, 7 rain barrels; and logged 55 customer orders
- **Outdoor Education Days**
 - Wrapped up final day on October 4, tallied evaluations, summarized comments
 - Loaded photos of stations on website photo gallery
- **No-till Drill Program**
 - John Deere: Delivered to 2 landowners for 87.7 acres
- **Conservation Leaders Program**
 - Top four winners notified
 - Finalizing winners' plaque and signs
 - Putting together PowerPoint presentation for December 9 banquet
- **Children's Water Festival**
 - Sent candid photos from CWF to chairman of event for website posting
- **Newsletter/Articles**
 - Conservation Leaders, tree program, EQIP, Hartmann conference, salt workshops

- **Other, i.e., hallway display, website, fact sheets, E-link**
 - Sent annual appreciation/awards banquet invitations to OED, rain gauge, Natural Resources staff, supervisors and staff, Conservation Leader finalists
 - Finalized information in E-link for Anoka-Directed CWF reporting, entered State C/S data
 - WREP mailing – Scott WMO priority and followup calls
 - Updated AgBMP forms for website
 - Recorded latest precipitation totals/updates on website
 - Outdoor Education Days site cleaned up, benches and signs stored

LOCAL PROGRAMS: Credit River Township

- **Storm Water Erosion and Sediment Control**
 - Development Inspections: 0
 - Building Permit Inspections: 65

SPECIAL EVENTS (Conservation Cooperator, Tours, Workshops, Tillage Transect Survey etc.)

- Minnesota Conservation Corps completed five willow staking sites, one survey for a two-stage ditch, and one cedar tree revetment



SCALE

Scott County Association For Leadership And Efficiency

DRAFT FOR DISCUSSION

A CASE FOR MORE EFFICIENT & SUCCESSFUL WATER MANAGEMENT

**Streamlining structure so limited resources can stay focused on
projects in the ground.**

TABLE OF CONTENTS

EXECUTIVE SUMMARY with problem statement

- 1. GOALS & OBJECTIVES**
- 2. ASSUMPTIONS**
- 3. GENERAL WORK PLAN**
- 4. Potential Outcomes**
- 5. PROJECT RESOURCES**
- 6. PROJECT DELIVERABLES/OUTCOMES**

EXECUTIVE SUMMARY – What are we doing and why?

Problem Statement:

Whether we like it or not, public agencies are under increasing scrutiny and attack. We need to do more with less, with some groups advocating that even water management agencies must go. Despite the fact people need water to survive, spending on water protection efforts seems to get lost amid the myriad of public policy issues local governments are trying to address within limited time and budgets. From every water agencies' perspective, more work needs to be done to protect water; yet, additional resources are not going to be coming. Cuts may even be on the horizon. As a collective group of agencies we need to make tough choices to *deliver what matters* to citizens within our current level of resources and we believe we can do it more effectively working together.

SCALE has been successful in looking cooperatively to deliver what matters, examples would be the Blue Express, SMART Link Transit, Regional Training facility, Fiber connecting all Governmental Units and Schools. Currently SCALE is looking at 911 Communication Delivery, IT services and Fire Service Delivery.

Why a Watershed Organization Assessment with Prior Lake Spring Lake District and Scott WMO?

Up to this point in history Scott County has had various districts by which it tried to achieve water quality improvement. The structure developed over decades and in a somewhat fragmented fashion as individual water management groups formed to address specific needs and concerns. In 2004 the groups came together under the Scott WMO. This was done as a means to better coordinate water planning, better utilize staff and resources in a regional setting, meet changing statutory requirements, and place the taxation under elected officials.

The Scott WMO is a positive example of what collaboration can do. A partial list of accomplishments, includes:

- the initiation of over 250 best management practices in partnership with land owners
- the completion of several capital improvement projects to control stream bank and ravine erosion
- numerous successful grant applications totaling more than \$3million in recent years
- the development of an approach to target best management practices where science shows they will be most effective
- a functioning Watershed Planning Commission which provides for citizen input on the WMO's decisions

are proof of the things that can be done together and that would not have been done had the WMO not formed.

Bottom-line, we believe new synergies can be created and more things can be accomplished if the efforts and resources of the WMO and PLSLWD are combined.

Currently the PLSLWD operates as a single entity. Its primary focus is the specific interests of water quality and flooding on Spring and Prior Lakes. The single focus made sense in the past because that is how water management agencies formed historically.

But is this the best way to be structured now? As was stated in a MN MAD 2008 assessment of Scott and Dakota County Watershed Organizations, "New ones [structures] may be needed to handle future challenges and new responsibilities." As a primary watershed in Scott County, PLSL is a key component in the system of water management. By integrating its work with the WMO we believe better outcomes can be obtained through more efficient and perhaps effective planning and the use of

resources. The managing agencies ultimately have the same goals and objectives, how can we be more efficient?

What do we expect to gain from this effort?

- More direct dollars focused on the protection of water.
- Accomplishing more with the same level or fewer resources.
- Increased strategic connection between watersheds and the activities in which they are engaged.
- Increased understanding of the complexities of water management and protection.
- More focused and collaborative efforts across local governments to interpret and support or challenge mandates.
- Increased systems thinking when it comes to the water management – the need to establish strategies and initiatives that span watershed boundaries for collective and regional planning.
- More effective and efficient use of resources in the areas of public education and water monitoring.
- Lower administrative & operating costs.
- More streamlined processes and structures for citizens in regard to their water needs (water plans, permits, etc.).
- Elected officials making taxing decisions.

Why now?

For now and into the foreseeable future there is a lack of resources within local government (resources being staff, equipment, time, and money) to complete all of the work and deliver all of the services desired by our citizens.

1. As stated by L. Brooks Patterson of Oakland County MI, “All signs point disturbingly to tougher economic times ahead for local units of government, which are struggling with decreasing revenues and escalating costs.”
2. Stephen Goldsmith, moderator of a *Government Insights* column on www.governing.com says, “The growing complexity of public problems – exacerbated by the perennially tightening of budgets – demands that public officials look for new ways to solve these problems.”

The need to evolve towards comprehensive water quality planning and investing in the right programs and projects is driven by both resource constraints and the request for increased accountability for the use of public resources.

1. GOALS & OBJECTIVES – The end or aim we are trying to attain.

As leaders in the public sector we recognize mounting tensions & frustrations about taxes, growth, economic conditions, public services, and government accountability. Given these tensions and the uncertainties faced by the public sector, our goals with this project are to evaluate the benefits of collaborating to achieve the results in the bullets listed above under “What do we expect to gain from the Effort?”

2. ASSUMPTIONS – Things regarded as true at the time this was written.

- The water programs and services provided by the PLSLWSD and WMO are important to people
- Resources are limited but the need for all types of public services are limitless
- Leaders for the local governmental units of Spring Lake Township, Sand Creek Township, Prior Lake, Savage and Shakopee are the right groups to launch this project in conjunction with SCALE
- We were elected and or hired to manage public resources; we are qualified for these pursuits; we are professionals in what we do and can manage the job before us
- Resources = time, money, staff, and equipment; we are open-minded with changing our use of any of them based on public need and want
- All leaders of SCALE are open-minded and support an evaluation and potential change in strategy
- The public desires accountable government as evidenced by local and nationwide mandates for government reform
- All public services provided are in pursuit of some sort of positive public outcome
- Certain stakeholder groups (both employee and citizens alike) will not agree with these efforts; no endeavor can fully satisfy the needs of all stakeholder groups; yet, we will do everything we can to mitigate as many negative effects as possible
- We care about doing a good job for the people we serve in a professional, effective, efficient, and cost-effective manner

3. GENERAL WORK PLAN – The scheme or orderly combination of things identified for achieving our goals.

Phase 1 = SCALE endorsement/adoption of the Project and Charter

Phase 2 = Assessment of alternative structures for combining the Scott WMO and the PLSLWD

Phase 3 = Selecting and implementing the preferred structure

4. POTENTIAL OUTCOMES

- Status Quo
- A merged WMO-Watershed District as one entity
- A merged WMO-Watershed District with separate special taxing districts for Prior Lake Spring Lake watershed area and the Scott WMO area
- Two entities with shared resources such as staff, offices, tools
- ???????

5. PROJECT RESOURCES - Time, money, staff, or equipment that can be drawn upon for this project.

These would be listed by phase as needs for resources are identified.

Phase 1 = Time by SCALE members and staff

Phase 2 = SCALE time and financing from the interested parties to contract with an independent third party to complete the assessment (possible third parties include Minnesota Department of Administration Management Analysis & Development section, the U of M Humphry Institute for Public Policy)

Phase 3 = SCALE member time to arrive at a decision, and then joint resources of the two organizations to implement.

Phase 4 – Adoption by Governing bodies

- 6. PROJECT DELIVERABLES/OUTCOMES** – The results and/or consequences that will ensue due to these efforts.

Phase 1 = Commitment to the process, development of assessment criteria and an approach for completing Phase 2.

Phase 2 = A written assessment of alternative structures, and criteria for Phase 3

Phase 3 = A decision and implementation

Phase 4 = An outcome measurement plan – what was accomplished

DRAFT



REQUEST FOR BOARD ACTION
REGULAR BOARD MEETING
 Wednesday, November 16, 2011 - 8:00 A.M.

EXHIBIT A

Cooperator Contracts, Payments and Agreements

Background:

5Under Chapter 103C.501, *Minn. Statutes*, the Board has authority to furnish financial assistance to landowners for implementation of soil and water conservation projects. In accordance with Chapters 8400.1400, 8400.1600 and 8400.3400, *Minn. Admin. Rules*, the Board is required to review and approve landowners cost share contracts and conservation plans, authorize landowner cost share payments, and develop and approve easement documents. The following plans, contracts, and payment vouchers are presented for Board Approval:

Item #	Name	Practice	Qty	Units	Location	Approval Type	Amount
8a.1. State Cost Share							
i.	Robert Adamek	Streambank Stabilization	4	Sites	CL 26,35	Application	\$6,662.00
8a.2. Scott WMO Cost Share							
i.	David Swanson	Raingarden	1	Ea.	Savage	Final Payment	\$250.00
ii.	Jim Schwingler	Rock Inlet	1	Ea.	St Lawrence Twp	Final Payment	\$375.75
iii.	Todd Geisler	Filter Strip	4.0	Ac.	Blakeley 9	First Half Incentive	\$2,223.00
8a.2. PLSLWD							
i.	Bruce Harries	Lawn Improvement	1	Ea.	Prior Lake	Final Payment	\$92.50
ii.	Jennifer Lebens	Lawn Improvement	1	Ea.	Prior Lake	Final Payment	\$35.00
iii.	Jennifer Lebens	Rain Barrel	2	Ea.	Prior Lake	Final Payment	\$92.00
iv.	Shery Newtonson	Lawn Improvement	1	Ea.	Prior Lake	Final Payment	\$99.46
8a.3 Cooperator Agreements							
i.	Roger Weiers	Water & Sediment	4	Each	Belle Plaine 22		

Budget Impact:

Sufficient funds are available in applicable C/S accounts

Recommended Action: Motion to **APPROVE** the above-listed plans, contracts, payments, and agreements



REQUEST FOR BOARD ACTION – BACKGROUND INFORMATION
SCOTT SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISERS REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 16, 2011; 8:00 A.M.

Agenda Item: 7.b.1.

FY2012 NPEAP Base Grant Agreement

Background

The Non-Point Engineering Assistance Program (NPEAP) is a program funded by the State of MN through BWSR utilizing the Technical Service Areas (TSA) to deliver engineering services to enhance implementation of the State Cost Share program and similar programs with a primary focus on installing conservation practices that improve water quality and reduce flooding by addressing non-point water quality problems. Currently the TSA includes eleven conservation districts in the metropolitan area known as the Metropolitan Soil and Water Conservation Districts Technical Service Area Joint Powers Board or Metropolitan Conservation Districts. Currently the MCD contracts for non-point engineering services with private consulting firms on behalf of member SWCDs.

The District has acted as host/fiscal agent for the NPEA Program for over 10 years. As fiscal/host agent the districts responsibilities have included completing reports required by BWSR, approving engineering agreements according to the Joint Powers Agreement and accounting functions.

Funding for NPEAP is provided via an annual grant from BWSR. We recently received the 2012 grant agreement, for a total of \$125,000 of which \$100,000 is designated for engineering services, \$20,000 for operating expenses (equipment, software and training) and \$5,000 for administration (covers fiscal/host agent responsibilities). The grant amount is similar to previous years.

As program Fiscal Agent, the Scott SWCD Board must take action to approve and sign the agreement.

Exhibits

Exhibit A – Copy of FY2012 NPEA Base Grant Agreement

Budget Impact

Revenue of \$5,000 contingent on the MCD Board appointment of Scott SWCD as both fiscal and host agent for 2012.

Recommended Action

Motion to APPROVE the NPEAP Base Grant Agreement as Fiscal Agent for the Non Point Engineering Assistance Program Grant Agreement, and to authorize the Chairman's signature.

The Grantee will:

- 2.1 Display on its website the previous calendar year's detailed information on the expenditure of grant funds and measurable outcomes as a result of the expenditure of funds according to the format specified by the BWSR, by June 30 of each year.
- 2.2 Use this grant to provide providing engineering technical assistance for the application of soil and water conservation and water quality practices.
- 2.3 Provide to the Board an annual financial report in a format designated by the Board, which reflects the use of funds provided under this agreement.
- 2.4 Appropriate and expend the required minimum 10% local cash match for this grant.
- 2.5 Provide eLINK Reports according to *Guidelines for Entering Work Plans & Reporting*.
- 2.6 Submit their FY '11 Non Point Engineering Assistance Program Accomplishments Report.

3 Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4 Terms of Payment

- 4.1 Payment of the grant amount stated above will be made in one installment by the Board promptly after the effective date of this grant agreement.
- 4.2 Any grant funds remaining unspent or becoming unobligated or unencumbered after the end of the expiration date stated above will be returned to the Board within one month of that date.
- 4.3 The obligation of the State under this grant agreement will not exceed the amount stated above.

5 Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the States satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Assignment, Amendments, Waiver

- 6.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 6.2 **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 6.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right to enforce it.

7 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

8 State Audits

Under Minn. Stat. § 16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements whichever is later.

9 Government Data Practices The Grantee and State must comply with the Minnesota Government Data

Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State.

10 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12 Termination

The State may cancel this grant agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

APPROVED:

METRO SWCD Joint Powers Board

Board of Water and Soil Resources

BY: _____

BY: _____

TITLE: _____

TITLE: Land and Water Section Administrator

DATE: _____

DATE: _____

FISCAL AGENT SOIL AND WATER CONSERVATION DISTRICT

The _____ Soil and Water Conservation District hereby agrees to act as fiscal agent for the Joint Powers Board and to perform and be responsible for all obligations of the Grantee pursuant to the foregoing Non Point Engineering Assistance Grant Agreement.

BY: _____

TITLE: _____

DATE: _____