



Scott Soil and Water Conservation District

REGULAR BOARD MEETING

Wednesday, August 17, 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 SWCD Governance Training (action required)
2. Add Joint Meeting with Prior Lake-Spring Lake Watershed District

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

3) **Minutes**

Motion by Jim Fitzsimmons, second by Linda Brown, to approve the minutes of July 20, 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

4) **Bills**

Bills reviewed.

5) **Treasurer**

Motion by Gary Hartmann, second by Linda Brown, to approve the Treasurer's Report as read, subject to audit, and pay the bills submitted totaling \$130,914.68 (checks #17269-#17318). Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

6) **Reports and Announcements**

a. **SWCD Activity Report**

Troy Kuphal reviewed the July SWCD Activity Report.

b. **NRCS Activity Report**

Katundra Shears reviewed the July NRCS Activity Report.

c. **Announcements**

- Kuphal reported on the Vermillion River Watershed JPO Tour he and Supervisor Fitzsimmons attended July 29.
- Kuphal reported Scott Schneider will be attending the Annual Feedlot Conference to be held in Winona, MN, noting that as part of the conference they will visit a Discovery Farm in Wisconsin. The Board determined no action was necessary for the out-of-state travel, as no additional costs would be incurred.

- Kuphal provided information regarding upcoming MCIT Regional Risk Management Workshops. Motion by Linda Brown, second by Jim Fitzsimmons to authorized supervisors and staff to attend MCIT Regional Risk Management Workshops available through Minnesota Counties Insurance Trust.
- Diane Hrabec updated the Board on the Conservation Leaders Program which will recognize individuals, families, schools, government entities and businesses for their outstanding efforts in implementation conservation practices and improving natural resources in Scott County. A certificate and outdoor property recognition sign will be awarded to each of the winners in each category. An overall winner will be presented at the Scott SWCD awards banquet in December. The district is seeking community sponsors for this program.
- Staff presented the Board with a proposed new format for future Board information packets to help improve organization and tracking of agenda information. The Board was favorable to trying the new format.

7) New Business

a. Cooperator Contracts, Payments and Agreements

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

7.a.1 State Cost-Share

- Dan Johnson (#11-12), application for a Well Decommission Project with a cost estimate of \$1,200 and the maximum state cost share not to exceed 50% or \$600 of the total eligible costs, whichever is less. The project will start by 6/1/12 and be completed by 6/30/12 with Dave Rickert as the Conservation District Representative.
- Frank Fourre (#11-11), application for a Well Decommission Project with a cost estimate of \$700 and the maximum state cost share not to exceed 50% or \$350 of the total eligible costs, whichever is less. The project will start by 6/24/12 and be completed by 6/30/12 with Dave Rickert as the Conservation District Representative.
- Steve Johnson (#11-06), final payment of \$2,240 from 2011 State Cost Share.

7.a.2 Scott WMO Cost-Share

- Roland Menke (#11-30), application for Filter Strip for \$4,000 for 2 acres.
- Thomas Jeurissen (#11-13), 1st half filter strip for \$2,300.
- Ellen Shea (#11-22), 1st half filter strip for \$7,754.50.
- Ben Zweber (#11-05), final payment for Native Grass Planting for \$23,450.
- John Whipps (#11-04), final payment for Native Grass Planting for \$27,825.
- Jim Sandin (#11-15), final payment for Native Grass Planting for \$5,285.
- C. Marvin Erickson (#11-02), final payment for Native Grass Planting for \$11,343.
- Steve Johnson, (#11-17), final payment for Grade Stabilization for \$2,800.

7.a.3 DNR SLWD & City of Prior Lake

- Alexandria Noble, final payment for rain barrels for \$92.
- Joan Neiman, final payment for rain barrel for \$46.
- Kalli Ostlie, final payment for rain barrels for \$92.

7.a.4 Cooperator Agreements

- Frank Fourre, cooperator agreement for property located in City of Prior Lake.
- John Hinkley, cooperator agreement for property located in Spring Lake.

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

b. MASWCD Convention

Kuphal explained that as a member of Area 4 which is hosting the MASWCD Convention in December, the Scott SWCD is being asked to donate to costs for the hospitality room and Sunday evening reception.

Motion by Fitzsimmons, second by Paul Krueger to approve a District donation of \$500. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

c. **Finance Committee Report**

Kuphal noted the Finance Committee met on August 3 to discuss 2011 and 2012 budgets. Kuphal reported individually the Committee's recommendations concerning 2011 budget projections, District reserves, vehicle replacement schedule, PERA policy language, and approval of the 2012 budget.

1. Motion by Jim Fitzsimmons, second by Linda Brown, to approve the Finance Committee recommendation to accept the 2011 budget projections and amend the 2011 Budget as presented, with the addition of \$500 to Dues and Fees for the MASWCD Convention. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
2. Motion by Jim Fitzsimmons, second by Linda Brown, to approve the Finance Committee recommendation that the District base reserves be set at an amount equal to 6-months of operating expenditures, plus required severance, with the goal of reaching the base reserve amount over 5-year planning horizon. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
3. Motion to approve Finance Committee recommendations that the District use a 10-year vehicle replacement schedule for budget planning purposes. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
4. Motion by Jim Fitzsimmons, second by Gary Hartmann, to table the Cost of Living Policy and have staff prepare draft language changes for consideration at the September meeting. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
5. Motion by Linda Brown, second by Jim Fitzsimmons, to approve amending the Employee Handbook Policy XII.D., to read as follows: "State law requires all regular full-time and regular part-time employees of the District to participate in PERA. Each employee will contribute, through payroll deductions the minimum amount required by the most current state law. The District will match the minimum amount, plus make any additional contributions as further required by state law." Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
6. Motion by Jim Fitzsimmons, second by Linda Brown, to approve the Finance Committee recommendation for the 2012 budget, as presented. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

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

Motion by Paul Krueger, and second by Linda Brown, to approve Scott's NPEAP request for Vern Bienfang for \$1,805 and Steve Schalwig for \$3,270. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

e. **Agreements**

1. Motion by Jim Fitzsimmons, second by Gary Hartmann, to approve the Anoka Conservation District CWF Installation Fund Agreement. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
2. Motion by Paul Krueger, second by Jim Fitzsimmons, to approve the Scott WMO/Scott SWCD Agreement. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

f. **Final Native Buffer Cost Share Financial Report**

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve and submit FY2008 Native Buffer Cost-Share Final Financial Report. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

g. **SWCD Governance 101 Workshop**

Motion by Jim Fitzsimmons, second by Linda Brown, to approve Gary Hartmann attend the SWCD Governance 101 for a cost of \$80 on September 12-13 in Alexandria. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

h. **Joint Meeting with Prior Lake-Spring Lake Watershed District**

Motion by Jim Fitzsimmons, second by Linda Brown, to accept an invitation by the Prior Lake-Spring Lake Watershed District for a joint Board meeting in September, including changing the regular meeting time and location if necessary to accommodate their Board members. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

8) Other Business

Motion by Linda Brown, second by Jim Fitzsimmons, to authorize the Personnel Committee to meet to provide guidance on next steps concerning staffing changes approved as part of adoption of the 2012 budget. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

9) Adjourn

Motion by Linda Brown, second by Jim Fitzsimmons, to adjourn the meeting at 10:30. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.