



# Scott Soil and Water Conservation District

## REGULAR BOARD MEETING

Wednesday, February 16, 2011 - 8:00 A.M.  
7151 West 190<sup>th</sup> 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 8:05 a.m. A quorum was present.
- 2) **Agenda Additions, Deletions & Approval**
  - Under Other Business, add Admin Training and First Detector Training.
- 3) **Minutes**  
Motion by Jim Fitzsimmons, second by Linda Brown, to approve the minutes of January 19, 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 \$96,863.55 (checks #17025-#17053). Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
- 6) **Reports and Announcements**
  - a. **SWCD Activity Report**  
Troy Kuphal reviewed the January SWCD Activity Report.
  - b. **NRCS Activity Report**  
Katundra Shears reviewed the January NRCS Activity Report.
  - c. **Announcements**
    - The Area IV meeting is scheduled for April 6.
    - The Legislative Day at the Capital is February 28 and March 1. Kuphal will not be able to attend as scheduled but Emily Javens will take his place.
    - Minnesota Conservation Corps application was approved for the District to receive an intern from May-August.

- Two Prior Lake Spring Lake Watershed District Board members, Paul Krueger, Jim Fitzsimmons, Troy Kuphal and Mike Kinney met to discuss the Scott Clean Water Education Program, the scope of services that Scott SWCD provide to PLSLWD and the PLSLWD cost share docket.

The Scott Clean Water Education Program has been structured so 50% of the Water Resource Education Coordinators' time will be dedicated to individual partners based on their contribution rate. PLSLWD will now receive additional time from the Education Coordinator based on their contribution. The PLSLWD will provide a budget for services for the Scott SWCD and a new agreement will be drafted to change the statement of work and provide different tasks to match the budget. Changes will be implemented to the cost share docket based on the PLSLWD concerns.

- Dan Miller, Water Resource Education Coordinator, provided a presentation to citizens at Prior Lake Spring Watershed District on the Spring Lake/Upper Prior Lake TMDL. The meeting was held to inform citizens about the opportunity to become involved with the Citizens Advisory Committee.
- Discussion occurred regarding the Poster, Essay & Video Contest. Motion by Gary Hartmann, second by Jim Fitzsimmons, to discontinue the Scott SWCD Poster, Essay and Video Contest. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

An educational opportunity that staff has recommended is a "Conservation Day" to coincide with the Districts tree program distribution.

- Linda Brown has been elected as the Metropolitan Conservation Districts Treasurer.

Motion by Jim Fitzsimmons, second by Gary Hartmann, to approve Linda Brown attending the MCD's audit scheduled for March 7 at the Scott SWCD office. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

- MASWCD invited Linda Brown to join the Resolution Committee; she declined due to other commitments.
- Motion by Gary Hartmann, second by Paul Krueger, to appoint Jim Fitzsimmons as an alternate representative for the Metropolitan Conservation District Board. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
- Prior to the Metropolitan Conservation District, members will meet to review objectives and strategic planning for the meeting.
- The Equipment Rental Committee met prior to the board meeting; they will provide recommendations at the next Board Meeting.
- James Maiser, CPA provided a bid of \$2,250 to complete the Metropolitan Conservation District's December 31, 2010 audit.

## 7) **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:

**7a.1 State Cost Share**

- Nick Arneson (#11-03), final payment for Well Decommissioning for \$470 from FY2011 cost share funds and return \$30 back into the account.
- Larry & Mary Schenck (#11-02), final payment for Well Decommissioning for \$570 from FY2011 cost share funds and return \$80 back into the account.
- John Francis (#11-04), application for Streambank Stabilization Project with a cost estimate of \$29,500 and the maximum state cost share not to exceed 75% or \$2,500 of the total eligible costs, whichever is less. The project will start by 12/15/11 and be completed by 12/31/11 with Willie Peters as the District Technical Representative.
- John Francis (#11-05), application for Streambank Stabilization Project with a cost estimate of \$49,300 and the maximum state cost share not to exceed 75% or \$2,500 of the total eligible costs, whichever is less. The project will start by 12/15/11 and be completed by 12/31/11 with Will Peters as the District Technical Representative.

**7.a.2 Scott WMO Cost-Share**

- LNMV Catholic Education, technical assistance for contract WMO #11-01 for a Native Prairie Planting Project.
- John Whipps, technical assistance for contract WMO #11-04 for a Native Prairie Planting Project.
- C. Marvin Erickson, technical assistance for contract WMO #11-02 for a Native Prairie Planting Project.
- Slack Farms, technical assistance for contract WMO #11-05 for a Rock Tile Inlet Project.
- Gloria Volek, final payment for Well Decommissioning Project (WMO #10-37) for \$2,298.75.
- Alan Malecha, final payment for Grassed Waterway Project (WMO #08-05) for \$890.05 and return \$279.95 back into the FY2008 Scott WMO cost share account.
- Alan Malecha, final payment for Water & Sediment Basin Project (WMO #07-25) for \$1,845.

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

**b. Agreements**

1. Motion by Jim Fitzsimmons, second by Linda Brown, to approve Scott/Dakota SWCD District Joint Powers Agreements. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
2. Motion by Linda Brown, second by Jim Fitzsimmons, to approve both Joint Power Agreements with Metropolitan Conservation District for Fiscal Agent Services and the Non-Point Engineering Assistance Program Services. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann

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

1. Motion by Linda Brown, second by Jim Fitzsimmons, to approve Washington's NPEAP engineering request for Lakeland City Beach Shore Stabilization Project for \$9,988. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann

**d. FY2009 State Cost Share**

1. Motion by Jim Fitzsimmons, second by Paul Krueger, to approve and submit FY2009 State Cost-Share Final Financial Report. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

**e. Purchases**

1. Motion by Linda Brown, second by Gary Hartmann, to approve purchasing nine Battery Backup Systems for staff at a cost of \$684 plus tax. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

f. **2011 Billing Rate**

1. Motion by Jim Fitzsimmons, second by Paul Krueger, to approve use of a tier billing structure for 2011, as follows:

<u>Staff</u>	<u>Rate</u>
Secretarial/support; Communication Specialist	\$47
Resource/Biomass Conservation Technician; Water Resource Specialist	\$57
Resource Conservationist; Administrative Clerk	\$62
Engineering Technician	\$67
District Engineer; District Manager	\$72

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

8) **Other Business**

Motion by Paul Krueger, second by Linda Brown, to approve Diane Hrabe to attend the 2011 Spring Admin Training on March 23-24 at a cost of 65 plus hotel accommodations for one night and First Detector Training for Willie Peters on March 10 at a cost of \$20. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

9) **Adjourn**

Motion by Linda Brown, second by Gary Hartmann, to adjourn to meeting at 9:40 a.m. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.