



Scott Soil and Water Conservation District

REGULAR BOARD MEETING

Wednesday, June 15, 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 8:30 a.m. A quorum was present.

2) **Agenda Additions, Deletions & Approval**

1. Add NPEAP Contract Approval for Chisago SWCD (action required)
2. Add Escrow Agreement (information/discussion)

3) **Minutes**

Motion by Jim Fitzsimmons, second by Gary Hartmann, to approve the minutes of May 18, 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 \$93,538.73 (checks #17175-#17214). Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

6) **Reports and Announcements**

a. **SWCD Activity Report**

Troy Kuphal reviewed the May SWCD Activity Report.

b. **NRCS Activity Report**

Katundra Shears reviewed the May NRCS Activity Report.

c. **Announcements**

- Diane Hrabec will complete the District Capacity Score Sheet for MASWCD.
- The MASWCD Conservation Cooperator will need to be selected by mid July.
- Supervisor Brown will attend the MACD Summer Tour and meeting held at Dakota SWCD on June 23, 2011.
- The Scott SWCD annual awards banquet in December will recognize Conservation Leaders in four categories: agriculture producers/landowners/ businesses/schools; government entities; and urban/city residents. The selection will be in October/November.

- The board agreed that would be acceptable for Supervisor Hartmann to approve checks that need to be sent prior to the board meeting.

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:

7.a.1. State Cost-Share

- John Noterman (#11-09), application for a Well Decommission Project with a cost estimate of \$1,300 and the maximum state cost share not to exceed 50% or \$540 of the total eligible costs, whichever is less. The project will start by 12/1/11 and be completed by 12/31/11 with Dave Rickert as the Conservation District Technical Representative.
- Shirley Knutson(#11-08), application for a Well Decommission Project with a cost estimate of \$1,400 and the maximum state cost share not to exceed 37.5% or \$525 of the total eligible costs, whichever is less. The project will start by 12/15/11 and be completed by 12/31/11 with Emily Javens as the Conservation District Technical Representative.
- Mark Novak (#11-10), application for a Well Decommission Project with a cost estimate of \$1,300 and the maximum state cost share not to exceed 37.5% or \$487.50 of the total eligible costs, whichever is less. The project will start by 12/24/11 and be completed by 12/31/11 with Dave Rickert as the Conservation District Technical Representative.

7.a.2. Scott WMO Cost-Share

- Kevin Slack (SWMO #11-09), final payment for Rock Tile Inlets Project for \$3,281.25.
- Leon Zweber (SWMO #11-16), final payment for Grassed Waterway Project for \$550.
- Slack Farms Inc. (FS09-42), 2nd half filter strip payment of \$14,250.
- Scott Sharkey (SWMO #10-14), 2nd half filter strip payment of \$8,200.
- Jim Jeurissen (SWMO #10-26), 2nd half filter strip payment of \$674.
- LaJune Zellman (SWMO #10-08), 2nd half filter strip payment of \$1,277.50
- Allen Menke (FS09-43), 2nd half filter strip payment of \$2,600.
- Richard Schmitz (SWMO #10-28), 2nd half filter strip payment of \$5,872.50.
- Scott Pexa (SWMO #11-14), 1st half filter strip payment of \$10,400.
- Casey Acres (FS09-40), 2nd half filter strip payment of \$9,400.
- Webster Land Co (SWMO #10-12), 2nd half filter strip payment of \$1,600.
- Robert Bednarik (SWMO #10-09), 2nd half filter strip payment of \$1,300.
- Terrence Muelken (SWMO #10-15), 2nd half filter strip payment of \$3,900.
- Luke Friendshuh (FS09-62), 2nd half filter strip payment of \$1,260.50
- Borchardt Family Farms LLC (FS09-41), 2nd half filter strip payment of \$7,000.
- Leon Zweber (SWMO #11-30), 2nd half filter strip payment of \$3,091.
- Leon Zweber (SWMO #10-29), 2nd half filter strip payment of \$2,047.50
- Ralph Wagner (SWMO #10-07), 2nd half filter strip payment of \$525.
- Shirley Knutson (SWMO #11-23), technical assistance for Well Decommission Project for \$525.

7.a.3. Prior Lake Spring Lake Watershed District

- John Noterman, (PLSL #11-02), technical assistance for Well Decommission Project for \$520.
- Robert Hartmann (PLSL #10-03), 2nd half filter strip payment of \$9,300.
- John Larson (PLSL #10-04), 2nd half filter strip payment of \$5,035.

7.a.4. Cooperator Agreements

- John Noterman, cooperator agreement for property located in City of Prior Lake.
- Shirley Knutson, cooperator agreement for property located in City of Savage.
- Mark Novak, cooperator agreement for property located in Helena Township.

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

b. **WMO Tour**

Motion by Paul Krueger, second by Linda Brown to approve supervisors to attend the Scott WMO Tour on July 18, 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

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

1. Motion by Jim Fitzsimmons, second by Linda Brown, to approve Dakota County SWCD equipment request for a laser, tripod and grade rod for \$1,209 plus tax and delivery. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.
2. Motion by Jim Fitzsimmons, second by Paul Krueger, to approve Chisago's NPEAP request for Bob Janssen for \$3,780. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

d. **Design Services to Outside Districts & Private Landowners**

Discussion held on requests the District has received for Pennington SWCD and a private lake shore owner in Prior Lake Spring Lake Watershed District for the District Engineer to perform services. The board agreed that agreements should be executed to provide these services.

e. **Agreement with MnDNR for Ground Water Level Monitoring Services**

Motion by Linda Brown, second by Gary Hartmann, to approve the Agreement with MnDNR for Ground Water Level Monitoring Services for \$630. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

f. **Personnel Committee**

The personnel committee will be meeting directly after the regular board meeting.

g. **Application Process**

Discussion held the approval process for certain cost share contracts and escrow agreements. Kuphal explained the action the Board takes on cost share agreements that only involve Scott WMO cost share funds is solely to approve staff's technical assistance; however, this action is not required and has no legal bearing or implication to the agreement itself. He also explained that escrow agreements are required for certain practices as a matter of policy, and that the Board could authorize administrative approval of such agreements for approved cost share contracts. Kuphal suggested that these two items could be removed from future agendas as action items, which would help reduce paperwork, expedite processing and improve customer service. Motion by Paul Krueger, second by Linda Brown to direct staff to include Scott WMO cost share contracts on future agendas for information purposes only, and authorize the manager to sign escrow agreements on behalf of the Board. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

8) **Other Business**

None

9) **Adjourn**

Motion by Gary Hartmann, second by Linda Brown, to adjourn the meeting at 9:30 a.m. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.