



# Scott Soil and Water Conservation District

## REGULAR BOARD MEETING

Wednesday, November 10, 2010 - 8:00 A.M.  
7151 West 190<sup>th</sup> Street, Suite 125, Jordan, MN 55352

## MEETING MINUTES

### SWCD Members Present

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

### SWCD Staff Present

Troy Kuphal, Staff  
Shelly Tietz, Staff

### Others Present

Katundra Shears, NRCS  
Gary Hartman

#### 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**

Deletion of Agenda Item 6. e. Landowner Recognition  
Addition of Agenda item 7. a. Soil Water Information Management System (SWIMS)

#### 3) **Minutes**

Motion by Jim Schwingler, second by Jim Fitzsimmons, to approve the minutes of October 13, 2010. Ayes: Krueger, Fitzsimmons, Schwingler and Gruetzmacher. Nays: 0

#### 4) **Bills**

Bills reviewed

#### 5) **Treasurer's Report**

Motion by Jim Fitzsimmons, second by Jim Schwingler, to approve the Treasurer's Report as read, subject to audit, and pay the bills submitted totaling \$97,026.81 (checks#16882-#16926). Ayes: Krueger, Fitzsimmons, Schwingler and Gruetzmacher. Nays: 0

#### 6) **Reports and Announcements**

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

Troy Kuphal reviewed the October SWCD Activity Report and Katundra Shears, NRCS, reviewed the NRCS Activity Report with the supervisors.

##### c. **Announcements**

- The 2011 MASWCD Legislative Briefing & Day at the Capitol will be February 28 – March 1, 2011. The event will be held at the Embassy Suites in St. Paul.
- Candidate profiles were available for the candidates seeking elections for the MASWCD President and Vice-President.
- Committee Volunteer Forms need to be returned to MASWCD by December 15.

##### d. **Land Steward of the Month**

Myron Simon

**7) Old Business****a. Data Management System Update**

In September 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. The district received two proposals from vendors recommended by the county to develop a data management system using SharePoint. Scott County will be provided additional support with the development of the data management system. Motion by Jim Schwingler, second by Jim Fitzsimmons, to authorize the Board Chair to execute a contract with one of the two firms with an amount not to exceed \$47,500. Ayes: Krueger, Fitzsimmons, 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**

- Harbor Church, partial payment for Grade Stabilization (09-17) for \$12,300 with FY2009 cost share funds of \$10,316.58 and FY2010 cost share funds of \$1,983.42.
- Harbor Church, Amendment #2 for additional cost share funds of \$1,200 due to the contractor estimates increased to \$18,000. In addition, the state date has changed to 6/15/2011 and the completion date has changed to 6/30/11.
- Allen Schmitz, application for Water & Sediment Basen (11-01) with FY2011 cost share funds of \$2,400. The project will start by 12/15/2011 and be completed by 12/31/2011 with Willie Peters as the District Technical Representative.

**8 a.2 Scott WMO Cost Share**

- Tony Case, technical assistance for Native Prairie Planting (SWMO #10-47) for \$5,367.
- Dave Sticha, technical assistance for Native Prairie Planting (SWMO #10-48) for \$2,843
- William McCue, contract for Filter Strip (SWMO #10-49) for \$5,457.
- Jerry Breeggemann, escrow agreement for Rock Inlets (SWMO #10-50) for \$330.
- Lloyd Schoenbauer, escrow agreement for Grassed Waterway (SWMO #10-51) for \$10,725.

**8 a.3 RIM Riparian**

- Bill & Lynette McCue, escrow agreement for Riparian Buffer for \$500.
- Frances Barten, escrow agreement for Riparian Buffer for \$500.

**8 a.4 Cooperator Agreements**

- Eileen Latterell, cooperator agreement for property located in Sand Creek Township.
- Ken Jilk, cooperator agreement for property located in Spring Lake Township.
- Allen Schmitz, cooperator agreement for property located in Belle Plaine Township.
- Jerome Breeggemann, cooperator agreement for property located in Louisville Township.
- Mark Lano, cooperator agreement for property located in Helena Township.

**8 a.5 Cooperator Waiver**

- Jerome Breeggemann, cooperator waiver for property located in Louisville Township.

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

**b. Agreements**

1. Motion by Jim Fitzsimmons, second by Jim Schwingler, to approve Resolution #10-02 regarding the administration of the Minnesota Wetland Conservation Act for Jackson Township. The district accepts responsibility to implement WCA as the LGU for Jackson Township. Ayes: Krueger, Fitzsimmons, Schwingler and Gruetzmacher. Nays: 0

2. Motion by Jim Schwingler, second by Jim Fitzsimmons to approve FY2011 Native Buffer Cost Share Grant Agreement for \$25,000. Ayes: Krueger, Fitzsimmons, Schwingler and Gruetzmacher. Nays: 0

c. **Letter and Draft Audit from James Maiser**

James Maiser, CPA conducted a full audit of the Scott SWCD financial records for 2009. Motion by Jim Schwingler, second by Jim Fitzsimmons, to approve the draft audit report and representation letter submitted by James Maiser, CPA. Ayes: Krueger, Fitzsimmons, Schwingler and Gruetzmacher. Nays: 0

d. **Outstanding Conservationist-Complementary Luncheon and Accommodations**

Motion by Jim Fitzsimmons second by Ewald Gruetzmacher to provide luncheon tickets and lodging for one night and pay additional expenses (meals, mileage) not to exceed \$150 for the recipient of the 2010 Conservation Cooperator while attending the MASWCD convention in December. Ayes: Krueger, Fitzsimmons, Schwingler and Gruetzmacher. Nays: 0

e. **Conservation Corps Site Partner Application**

Motion by Jim Fitzsimmons second by Jim Schwingler to submit a Conservation Corps Site Partner application for an intern from May 23 through August 19 to provide assistance to the SWCD at no cost to the district. Ayes: Krueger, Fitzsimmons, Schwingler and Gruetzmacher. Nays: 0

f. **Purchases**

The District was sent a commemorative plaque from a company called In The News with the article that was published in the Star Tribune for the 25<sup>th</sup> Anniversary for Outdoor Education Day at a cost of \$200. The District supervisors requested the plaque be sent back due to the price but stated if Kuphal called the company and they reduced the price by approximately \$100, then the district would be interested in purchasing it.

9) **Other Business**

Supervisor Schwingler complimented Kuphal and Scott Schneider for an outstanding presentation provided at the Farm Advisory Task Force meeting. Schwingler stated that Scott County will not be supporting the Farm Advisory Task Force but they could continue on their own.

Gary Hartman, newly elected Scott SWCD supervisor, introduced himself to the Board of Supervisors.

10) **Adjourn**

Motion by Jim Fitzsimmons, second by Jim Schwingler, to adjourn the meeting at 10:00 a.m. Ayes: Krueger, Fitzsimmons, Schwingler and Gruetzmacher. Nays: 0