



Scott Soil and Water Conservation District

REGULAR BOARD MEETING

Wednesday, September 21, 2011 – 4:00 P.M.

Spring Lake Town Hall; 20381 Fairlawn Avenue, Prior Lake

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 4:00 p.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 Metro Area Conservation District Fall Meeting to item 6. Other Business

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

3) **Minutes**

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve the minutes of August 17, 2011. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

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

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 \$249,972.60 (checks #17320-#17364). Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

5) **Reports and Announcements**

a. **SWCD Activity Report**

Troy Kuphal reviewed the August SWCD Activity Report. The Scott SWCD nominated the City of Prior Lake for their MASWCD Outstanding Conservationist. They were selected as the MASWCD Area 4 winner and will be a finalist for the MASWCD Outstanding Conservationist of the Year.

b. **NRCS Activity Report**

Katundra Shears reviewed the August NRCS Activity Report.

c. **Announcements**

- Kuphal attended the SCALE meeting.
- Paul Nelson, Scott Watershed Management Administrator, sent a memo to all staff regarding positive reinforcement with local landowners who practice and promote conservation.
- MASWCD Resolution Ballots were distributed. Each board member should bring back their completed ballot by the next board meeting.
- Personnel Committee met on September 7. The reclassified position was offered to the District Engineer who declined the offer. Kuphal will prepare a job announcement and the District will advertise for the new position in October with interviews to follow in November. Discussion held on

the Scott SWCD's current leave policy as some districts are converting their annual and sick leave accruals to a Paid Time Off (PTO) system. This policy will be reviewed and discussed in the coming months. Kuphal also noted that wages for 2012 will be adjusted slightly to match each employee's actual grade/step position in the Boards' official salary schedule. This will result in a negligible impact to the approved 2012 budget.

6) Old Business

- a. Motion by Linda Brown, second by Gary Hartmann, to approve changes to Policy XI.H. Cost of Living to read as follows:

As part of its annual budget approval process, the Board shall consider adjustments to the District pay schedule to account for cost-of-living increases and decreases. Adjustment shall be based on the percent change between the average monthly U.S. Consumer Price Index (CPI) from July to June of the two years that immediately preceding July of the current year (see example below). The Board may, however, at its discretion approve adjustments that are less than or more than this percent change based on available funds and other potential short or long term budget considerations. Approved cost of living adjustments shall be reflected in the District pay schedule, and go into effect the first day of January of the budget year, unless otherwise ordered by the District Board.

Note: CPI values shall be taken from the Bureau of Labor Statistics table titled "Consumer Price Index for All Urban Consumers (CPI-U) U.S. City Average - All Items - 1967=100".

Example for calculating CPI change (current year = 2011)

Month	2009 - 2010		2010 - 2011	
	Year	CPI	Year	CPI
July	2009	645.096	2010	653.066
August	2009	646.544	2010	653.966
September	2009	646.948	2010	654.346
October	2009	647.570	2010	655.162
November	2009	648.028	2010	655.438
December	2009	646.887	2010	656.563
January	2010	649.098	2011	659.692
February	2010	649.259	2011	662.943
March	2010	649.259	2011	669.409
April	2010	653.059	2011	673.717
May	2010	653.564	2011	676.887
June	2010	652.926	2011	676.162
Total		7788.238		7947.351
Monthly Ave.:		649.020		662.279
% Change				2.04%

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

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 Scott WMO Cost-Share

- Mark Lano (#11-21), 1st half filter strip payment for \$4,019.50.
- Gerald Boerner (#11-27), 1st half filter strip payment for \$4,100.
- John Hickey, (#11-31), 1st half filter strip payment for \$7,900.
- John Hickey, (#11-31), final seed payment for \$625.
- Myron Bratsch, (#11-41), application for a Filter Strip for 1,030 for 1.8 acres.
- Shelly & Josh Ruble, (#11-40), final payment for a Rain Garden for \$250.
- John Whippis, (#10-41), amendment #1 for additional funds of \$1,575.

- John Whipps, (#10-41), final payment for a Grade Stabilization Project for \$11,166.
- Scott Anderson, (#11-25), amendment #1 for additional funds of \$450.

7.a.2 SLWD

- Erik Schindeldecker, (#11-03), final payment for a Native Grass Planting Project for \$15,572.

7.a.3 WJPO

- Keith Biers, (#11-02), application for a Filter Strip for \$877 for 1.3 acres.
- Orland Earl, (#11-03), application for a Filter Strip for \$5,721 for 8.6 acres.

7.a.4 SFWS

- Vogel Grote, (#25), final payment for a Lakeshore Stabilization Project for \$343.50.

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

b. Training

Motion by Paul Krueger, second by Jim Fitzsimmons, to approve the following training:

1. Scott Schneider to attend the Annual Feedlot Conference for \$150.
2. Scott Schneider, Ryan Holzer and Willie Peters to attend the Soil Quality Workshop for \$115.

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

c. Agreements

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve the following agreements:

1. FY2012 MN Conservation Assistance Program Grant Contract (BWSR)
2. Clean Water Grant Fund Work Order with the Conservation Corps Minnesota
3. Cooperative Purchasing Agreement

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

d. NPEAP

1. Motion by Linda Brown, second by Paul Krueger, to approve NPEAP equipment request from Ramsey Conservation District for WinSLAMM Software for \$320. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.

8) Other Business

Metro Area Conservation Districts Fall meeting will be held October 19. No one will be attending since the Regular Board Meeting is scheduled for the same day.

Gary Hartmann briefed the Board on the SWCD Governance 101 Conference he attended.

Supervisors requested business cards so when they attend a meeting or conference they have them available.

9) Adjourn

Motion by Linda Brown, second by Paul Krueger, to adjourn the meeting at 5:30 p.m. Ayes: Fitzsimmons, Krueger, Gruetzmacher, Brown and Hartmann.