



Scott Soil and Water Conservation District

REGULAR BOARD MEETING

Wednesday, February 10th, 2010 - 8:00 A.M.
7151 West 190th Street, Suite 125, Jordan, MN 55352

MEETING MINUTES

SWCD Members Present

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

SWCD Staff Present

Troy Kuphal, Staff
Shelly Tietz, Staff

Others Present

Katundra Shears, NRCS
Brad Wozney, BWSR

1) Call to Order

Chair Guetzmacher called the meeting to order at 8 a.m. A quorum was present.

2) Minutes

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

3) Bills

Bills reviewed

4) Treasurer's Report

Motion by Paul Krueger, second by Jim Schwingler, to approve the treasurer's report as read, subject to audit, and pay the bills submitted totaling \$109,590.72 (Checks# 16477-#16468). Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

5) Staff Items

- a. Dan Miller was hired as the Water Resources Education Coordinator and began working on February 3rd, 2010.
- b. **Monthly Report Metropolitan Conservation Districts Meeting**
Troy Kuphal, Jim Schwingler and Linda Brown attended the Metropolitan Conservation District meeting on January 27, 2010. Anoka Conservation District has received Clean Water Legacy funds of \$1 million to be allocated throughout the Metro Area. Also discussed at the meeting was the Children's Water Festival. Diane Hrabe is on the committee.
- c. **Staff Report**
Targeted landowner meetings have been held by staff. Approximately 180 invitations have been sent. Troy Kuphal reviewed with the board of supervisors a training he attended on Open Meeting Law.

6) FY2010 Work Plans

- a. **Proposed 2010 SWCD Work Plan**
Motion by Jim Fitzsimmons, second by Jim Schwingler, to approve the 2010 Annual Work Plan. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0
- b. **Proposed Employee Work Plans/SOPs**
Motion by Paul Krueger, second by Linda Brown, to approve 2010 Employee SOPs. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

7) Personnel

a. **Proposed Policy Revisions**

Motion by Jim Schwingler, second by Linda Brown, to approve the following recommended changes to the Employee Handbook. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

- Revised Section XX (Transportation) to provide improved clarity for how the number of miles for reimbursement is calculated.
- Revise Section IX.A.8. (Voluntary Transfer of Leave) to provide option for voluntary donations of sick leave.
- Revised Section VI (Annual Leave) to provide for an approval process that is reflective of historic practice.
- Revise Section V.E. (Compensatory Time) to include and clarify activities that are pre-approved, consistent with prior Board action.

b. **CPI - Salary Plan Adjustment**

Discussion held on the Consumer Price Index increase of approximately 2.6% as of December 31, 2009. Past practice of the board has been to adjust the staff Salary Plan with the CPI as of 12/31/09. Motion by Jim Schwingler, second by Paul Krueger, to approve a 1% increase to staff Salary Plan as of January 1, 2010. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

8) Budget/Misc Expenses

a. **FY2010 Budget Amendment**

The amended FY2010 Budget was presented to the Board of Supervisors. The adjustments were made for the new Joint Stormwater Education Program. Motion by Paul Krueger, second by Jim Fitzsimmons, to approve the amended FY2010 Budget. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

b. **Local Newspapers**

Motion by Jim Schwingler, second by Jim Fitzsimmons, to approve annual subscriptions to local newspapers, including Jordan Independent, New Prague Times and Belle Plaine Herald. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

c. **Quickbooks Upgrade FY2010**

Motion by Jim Fitzsimmons, second by Jim Schwingler, to approve purchasing the 2010 upgrade of Quickbooks. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

d. **Living Green Expo**

The Living Green Expo is held May 1 and 2nd at the State Fairgrounds. Discussion had been held at the Metropolitan Conservation District to determine if other districts in the metro area would be interested in providing assistance to fund and staff the booth. Motion by Jim Fitzsimmons, second by Linda Brown, to indicate that the Scott SWCD may be interested in participating in this event based on the interest of other districts in the MCD. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

e. **Purchase Laserjet Printer**

Motion by Jim Schwingler, second by Linda Brown, to approve the purchase of a Laserjet P2025 printer at an approximate cost of \$225. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

9) Training

a. **MECA – Emily Javens**

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve MECA training for Emily Javens at a cost of \$275 plus hotel accommodations and authorize Emily Javens to run for a position on the MECA Board. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

b-e Motion by Jim Fitzsimmons, second by Jim Schwingler, to approve the following training requests. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

- Hotel Accommodations in St. Cloud on March 10th and 11th for staff to attend the MECA Conference at an approximate cost of \$325.

- Hotel Accommodations for an Engineering Meeting on March 3rd and 4th for Emily Javens at a cost of approximately \$80.
- FY2010 NRCS/Conservation Partners Training Requests for Doug Schoenecker, Willie Peters, Scott Schneider, Ryan Holzer, Dave Rickert, Emily Javens and Jaime Rockney.
- Invasive Plant ID held on February 25, 2010 for Dave Rickert to attend with a registration fee of \$20.

10) Plans, Contracts and Amendments

a. Working Land Initiative (WLI)

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

1. Wallace and Jeanne Kubes Working Lands Initiative Contract #WL4 for a Critical Area Stabilization Project. The estimated cost of the project is \$70,000 with WLI funds not to exceed \$70,000. The start date is 6/1/2010 and the completion date is 6/23/2010.
2. Willis Miller Amendment #1 for Contract WLI#2 to reduce the Working Lands Initiative funds from \$60,300 to \$53,600 due to assistance from USFWS and change the completion date of the contract from 6/9/10 to 6/23/10.
3. Peter Larson Amendment #1 for Contract WLI#1 to reduce the Working Lands Initiative funds from \$10,080 to \$9,300 due to assistance from USFWS and change the completion date of the contract from 6/9/10 to 6/23/10.

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

b. State Cost Share

Motion by Jim Fitzsimmons, second by Jim Schwingler, to approve the following:

1. Hidden Oaks Middle School Contract #10-04 to complete a Sediment Basin Bio-Retention Project with FY2010 State Cost Share funds. The estimated cost of the project is \$15,400 with FY2010 State Cost Share funds of up to 75% not to exceed \$15,400. The project is to be started by 9/15/2010 and be completed by 11/30/2010 with Emily Javens as the District Technical Representative.
2. Scott County CDA Contract #10-05 to complete a Sediment Basin Bio-Retention Project with FY2010 State Cost Share funds. The estimated cost of the project is \$5,957 with FY2010 State Cost Share funds of up to 75% not to exceed \$4,467. The project is to start by 11/15/2010 and be completed by 11/30/2010 with Emily Javens as the District Technical Representative.

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

c. Scott WMO

Motion by Jim Schwingler, second by Linda Brown, to approve the following:

1. Tim O'Loughlin's final payment for Rock Inlet Contract #09-36 of \$2,375 and return \$475 back into the FY2009 Scott WMO account.
2. Tim O'Loughlin's Escrow Agreement for a Rock Inlet Project.
3. R & R Farms final payment for Rock Inlet Contract #09-38 of \$1,200.
4. Larry Entinger's final payment for Rock Inlet Contract #09-56 of \$750 and return \$825 back into the FY2009 Scott WMO account.
5. Cancellation of John Nagel Contract #09-42 for a Rock Tile Inlet Project and return \$3,300.00 back into FY2009 Scott WMO account.

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

d. USFWS

1. Motion by Jim Schwingler, second by Paul Krueger, to approve Vogel Grote's USFWS Contract #25 for a Lakeshore Stabilization Project. The cost of the project is \$8,530 with USFWS cost share funds of up to 50% not to exceed \$1,617. The project is to start by 12/15/2010 and be completed by 12/31/2010.
- Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

e. PLSLWD

1. Motion by Paul Krueger, second by Linda Brown, to approve PLSLWD Cost Share Contract T & A Assistance for Hidden Oaks Middle School contract #PL 10-01 for a Sediment Basin Bio-Retention Project. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

f. **Conservation Plans**

Motion by Paul Krueger second by Jim Schwingler to authorize Troy Kuphal to sign Conservation Plans on behalf of the Scott Soil and Water Conservation District board. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

Motion by Jim Schwingler second by Jim Fitzsimmons to approve Conservation Plans for Chris Biedr and Daniel Malz. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

11) Education

a. **Poster/Essay/Mural/Video Contest**

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve the district to continue with the Poster/Essay/Mural/Video Contest offered to schools in Scott County with materials being purchased from NACD at a cost of approximately \$65. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

b. **Soil Stewardship Week**

Motion by Jim Schwingler, second by Linda Brown, to approve ordering Soil Stewardship inserts from NACD for churches, focusing on the Prior Lake and Shakopee area. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

12) NPEAP

a. **Civil 3D, Auto CADD Software-Dakota**

Motion by Jim Schwingler, second by Linda Brown, to approve a NPEAP equipment request from Dakota SWCD for a Civil 3D, Auto CADD software at a cost of \$1,500. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

13) Misc for Review and Consideration

a. **Service Request-Scott County Parks Department**

Motion by Jim Fitzsimmons, second by Jim Schwingler, to authorize staff to provide technical assistance to the Scott County Parks Department at no charge. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

b. **Rural Reserve Program**

Discussion held on the Rural Reserve Property Tax Program. The SWCD is responsible for developing the plan approval process. The board of supervisors would like a proposal, which would include a plan format, fees and timeline to move forward. Landowners must present an approved Conservation Management Plan and recorded covenant to County Assessor by May 1, starting in 2011.

c. **WCA Policy Direction**

Discussion held on the Wetland Conservation Act. Beginning in 2010, BWSR will conduct inspections and audits of LGU administrative and enforcement activities. LGUs will be responsible for reporting their own WCA activities and for complying with WCA requirements. Troy Kuphal is requesting direction from the board of supervisors on what services the district wants to provide to LGUs. Troy will set up meetings with each LGU in Scott County to outline what services each LGU will request from Scott SWCD in order from them to comply with the WCA requirements. Troy will provide three tiers of services each LGU may select from the Scott SWCD to provide them assistance with WCA requirements.

d. **Special Meeting**

Motion by Jim Fitzsimmons, second by Paul Krueger, to approve a special meeting on June 30th, 2010, for the review and approval of Working Lands Initiative Contracts. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

e. **Land Steward of the Month**

City of Savage was selected as the Land Steward of the Month

f. **NRCS - Acknowledgement of Section 1619 Compliance**

Motion by Jim Schwingler, second by Jim Fitzsimmons, to approve the signature of the MOU between the Scott SWCD and NRCS in regard to Section 1619 of the Farm Bill regarding FOIA and the Privacy Act. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0

NRCS/WAE Hours

Katundra Shear, NRCS, reviewed with the board of supervisors that an additional 125 hours are available for 2010. The total WAE hours will be 300.

14) Other Business

Brad Wozney, Board Conservationist with BWSR, stressed the importance to the board of supervisors the continued partnership with WMOs in Scott County as well as non-profit organizations. LCCMR Grant deadline is April 9th, 2010.

15) Adjourn

Motion by Linda Brown, second by Jim Fitzsimmons, to adjourn the meeting at 10:45 a.m. Ayes: Krueger, Fitzsimmons, Brown, Schwingler and Gruetzmacher. Nays: 0