

**SCOTT SOIL AND WATER CONSERVATION DISTRICT**  
**January 9<sup>th</sup>, 2008**

Meeting convened at 8:00 a.m.

Members present: Jim Schwingler, Scott Tracy, Jim Fitzsimmons, Paul Krueger and Ewald Gruetzmacher.

Others present: Shelly Tietz and Pete Beckius.

Motion by Jim Fitzsimmons second by Jim Schwingler to approve the minutes of December 12<sup>th</sup>, 2007. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays: 0

Motion by Jim Fitzsimmons second by Jim Schwingler to approve the treasurer's report as read, subject to audit, pay the bills submitted totaling \$59,416.65 (ck#15478-15518). Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays: 0.

Staff report given by Pete Beckius. The Scott SWCD has been holding staff retreats approximately once a week for half a day and they will continue for approximately 2 months to review district programs. The goal is to provide all staff with a basic understanding of each program. Assigned staff present, to the rest of the staff, including historical information, which agency(s) administers the program, the purpose and process of the program and provides examples.

Motion by Jim Fitzsimmons second by Paul Krueger to approve meeting expenses of up to \$500.00 for the staff retreats to have beverages and rolls available during the meeting. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays: 0.

Motion by Jim Schwingler second by Jim Fitzsimmons to nominate Ewald Gruetzmacher for Chairman. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays: 0.

Motion by Scott Tracy second by Jim Schwingler that nominations cease and cast an unanimous ballot for Gruetzmacher for Chairman. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays: 0.

Motion by Jim Fitzsimmons second by Jim Schwingler to nominate Paul Krueger for Vice-Chairman. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Scott Tracy second by Jim Schwingler that nominations cease and cast an unanimous ballot for Krueger for Vice-Chairman. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Paul Krueger second by Jim Fitzsimmons to nominate Jim Schwingler for Treasurer. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Scott Tracy that nominations cease and cast an unanimous ballot for Schwingler for Treasurer. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Scott Tracy second by Jim Schwingler to approve the following committee assignments: remove Stan Wendland from the Legislative & PRI Committee and add Katundra Shears, remove Stan Wendland from the Education Committee and add Andy Porupsky; remove Stan Wendland from the Permit Review Committee, remove Stan Wendland from the Personnel Committee and add Katundra Shears, remove Darren Carlson and Stan Wendland from the Tree Committee and add Ryan Holzer;

remove Stan Wendland and Carey Mattison from the Urban Problems Committee and add Katundra Shears and Douglas Schoenecker. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

The Personnel Committee reported on the employee's evaluations and their recommendations as follows:

- Shelly Tietz-District Administrative Clerk-Fully Successful Rating, Current Grade 9 Step 2, recommend Grade 9 Step 3.
- Jodi Worm-District Secretary/Communication Specialist-Fully Successful Rating, Current Grade 7 Step 2, recommend Grade 7 Step 3.
- Willie Peters-Engineering Technician-Fully Successful Rating, Current Grade 11 Step 1, recommend Grade 11 Step 2.
- Peter Beckius-District Manager-Fully Successful Rating-Current Grade 13 Step 2, recommend Grade 13 Step 3.
- Doug Schoenecker-District Urban Technician-Fully Successful Rating-Current Grade 9 Step 8 (second year), recommend Grade 9 Step 8 (third year)
- Scott Schneider-District Resource Conservationist-Fully Successful Rating-Current Grade 9 Step 1, recommend Grade 9 Step 2
- Jaime Rockney-District Water Quality Technician-Fully Successful Rating-Current Grade 7 Step 2, recommend Grade 7 Step 3.

Motion by Jim Fitzsimmons second by Jim Schwingler to approve the recommendations from the Personnel Committee. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Paul Krueger second by Jim Fitzsimmons to approve the personnel committees' recommendations that the pay schedule be adjusted to the December, CPI when it becomes available in mid-January. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Jim Schwingler to approve a State Revolving Loan Committee meeting to be scheduled in January. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Jim Schwingler to approve Scott Soil and Water Conservation District's 2008 Annual Work Plan. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Paul Krueger second by Scott Tracy to approve NPEAP Equipment request to purchase AutoCAD LIT for approximately \$852.00 and HydroCAD for approximately \$780.00. The software will be held at the Anoka Conservation District. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Jim Schwingler to approve NPEAP project City of New Port, Washington Conservation District Project request for Streambank & Shoreland Protection for \$280.00. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Paul Krueger to approve signature of NPEAP contract on behalf of the Association of Metropolitan Soil and Water Conservation District for Lyle Kragh. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Paul Krueger to approve up to 80 hours of annual training request per employee during 2008. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Scott Tracy to approve Comprehensive Nutrient Management Plan Training for Engineering and Agronomic Components for Willie Peters and Scott Schneider for a cost of \$30.00 each and the cost of a hotel for one evening. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Schwingler second by Paul Krueger to approve Upland Land Treatment Evaluation for Ryan Holzer for a cost of \$15.00. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Paul Krueger second by Jim Schwingler to approve Advanced RUSLE2 for Ryan Holzer and Scott Schneider for a cost of \$15.00 each. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Paul Krueger to approve Valley Bank, Jordan as the federal depository institution in 2008. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Paul Krueger second by Jim Schwingler to authorize staff to set up a booth for the community expo's throughout Scott County when staff are available, with the staff to receive compensatory time. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Paul Krueger second by Scott Tracy to approve Scott Tracy, Jim Fitzsimmons and Pete Beckius to attend the MASWCD Legislative Briefing & Day at the capital. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Paul Krueger second by Jim Schwingler to approve FY08 Lower Minnesota River Watershed District contract for Water/Well Monitoring and Technical Assistance. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Scott Tracy second by Jim Fitzsimmons to approve the FY08 Vermillion River Watershed JPO contract for \$59,900.00 pending receiving the agreement. The district will be monitoring one less water quality monitoring site than was originally presented. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Paul Krueger second by Jim Schwingler to approve Lynn Albrecht, State Cost-Share Contract #07-07 final payment for \$2,780.00. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Fitzsimmons second by Jim Schwingler to approve Gary Powell, Scott WMO contract 07-15 Amendment #1, to change the start date from 12/15/07 to 6/1/08 and the completion date from 12/31/07 to 12/31/08. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Motion by Jim Schwingler second by Scott Tracy to approve Lynn Albrecht, Scott WMO contract #07-21 final payment for \$4,500.00. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

Pete provided the board of supervisors' information on the Scott WMO Watershed Management Plan. The meeting reviewed the issues and needs assessments. The Scott SWCD generally adopts this plan.

Motion by Scott Tracy second by Paul Krueger to approve supervisors to attend the WMO Cost Share subcommittee that will be held January 14, 2008 to discuss any modifications or changes for the WMO cost-share program for 2008. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays:

NRCS will be changing their computer support for Soil and Water Conservation District's that have their computers connected to NRCS network. Beginning in FY2009 NRCS will only allow one computer per office to be connected to their network. Approximately eight years ago the Scott SWCD switched their network server from NRCS to the county.

CTAC Meeting will be held on January 24<sup>th</sup>, 2008 to discuss how the 11 JPA's will continue to support the NPEAP program. Pete will keep the board informed on the recommendations from the CTAC.

Pete update the Board of Supervisors on BWSR staff changes. The BC for Scott SWCD is still vacant so Ken Powell is our contact. The Minnesota Board of Water & Soil Resources will have three board positions open in 2008. Scott Tracy is interested in being selected for one of these openings. Scott County will be receiving an supplemental wetland grant for \$29,000 each year for 2 years. Pete will complete a work plan for this additional WCA funds.

Motion by Jim Fitzsimmons second by Jim Schwingler to approve up to \$200.00 for signs for landowners for Wetland Restoration project sites. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays

Motion by Jim Fitzsimmons second by Scott Tracy to approve the Scott SWCD supervisors and staff attend the Scott County Board Meeting on January 22, 2008 at 10:00 as the County Board would like to recognize the board and the employees for the MASWCD awards given to them at the convention in December. The Scott SWCD will also provide a presentation of past accomplishments to be given to the Scott County Board at this time. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays

Motion by Jim Fitzsimmons second by Paul Krueger to adopt the Scott Soil and Water Conservation District By-Laws. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays

Motion by Jim Schwingler second by Jim Fitzsimmons to approve Scott Schneider and Doug Schoenecker attend the 2008 Winter Crop Days on Wednesday, January 16, 2008 for \$30.00 each. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays

Motion by Jim Fitzsimmons second by Jim Schwingler to approve dues in 2008 such as MASWCD, MASWCD-Area IV, CPESC, MECA, Metro Association, Wetland Delineator Association, CESSWI, CCA. Ayes: Tracy, Schwingler, Fitzsimmons, Krueger and Gruetzmacher. Nays

The Land Steward of the Month was Jay Picha.

EQIP will be completed and funds obligated by the end of January. 16 applications were received totaling \$248,216.00.

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

The next meeting will be held on Wednesday, February 13, 2008 at 8:00 a.m.