

SCOTT SOIL AND WATER CONSERVATION DISTRICT
January 14th, 2009

Meeting convened at 8:00 a.m.

Members present: Jim Schwingler, Jim Fitzsimmons, Paul Krueger, Ewald Gruetzmacher and Linda Brown.

Others present: Shelly Tietz, Pete Beckius, and Katundra Shears.

Motion by Jim Schwingler second by Paul Krueger to approve the minutes of December 10th, 2008. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. 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 \$89,100.91 (ck #15983-16016). Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Staff report given by Pete Beckius.

Paul Krueger administered the Oath of Office to newly elected supervisor, Ewald Gruetzmacher.

Ewald Gruetzmacher administered the Oath of Office to the newly elected supervisors, Paul Krueger and Linda Brown.

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

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

Motion by Jim Fitzsimmons second by Jim Schwingler to nominate Paul Krueger for Vice Chairman. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

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

Motion by Jim Fitzsimmons second by Linda Brown to nominate Jim Schwingler for Treasurer. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Paul Krueger second by Jim Fitzsimmons that nominations cease and cast an unanimous ballot for Schwingler for Treasurer. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

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

- Shelly Tietz, Administrative Clerk- Fully Successful Rating, Current Grade 9 Step 3, recommend Grade 10 Step 1.
- Ryan Holzer, Resource Conservation Technician-Superior Rating, Current Grade 5 Step 3, recommend Grade 7 Step 1.

- Diane Hrabe, Secretary/Communication Specialist-Fully Successful Rate, Current Grade 7 Step 1, recommend Grade 7 Step 1
- Willie Peters, Engineering Technician-Fully Successful Rating, Current Grade 11 Step 2, recommend Grade 11 Step 3.
- Peter Beckius, District Manager-Fully Successful Rating, Current Grade 13 Step 3, recommend Grade 13 step 4.
- Doug Schoenecker, Urban Technician-Fully Successful Rating, Current Grade 9 Step 8 (third year), recommend Grade 9 Step 9 (first year)
- Scott Schneider, Resource Conservationist-Fully Successful Rating, Current Grade 9 Step 2, recommend Grade 10 Step 1
- Jaime Rockney, Water Quality Technician-Fully Successful Rating, Current Grade 7 Step 3, recommend Grade 8 Step 1.
- Emily Javens, Engineer-Fully Successful Rating, Recommend Grade 12, Step 1.
- David Rickert, Bio-Mass Technician, Progress Review, Current Grade 5 Step 1; no change recommended.

Motion by Paul Krueger second by Jim Fitzsimmons to approve the recommendations from the Personnel Committee. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

The staff requested policy changes to the Scott SWCD Employee Handbook:

1. Authorized Sick Leave Other than illness-Employees may request sick leave for appointments associated with the adoption or potential adoption of a child. The Personnel Committee recommendation is that appointments are not sick leave related absences and should not be eligible for sick leave. Annual leave should be used for these appointments.
2. Abuse of Sick Leave – A doctor’s certificate is required if more than three consecutive days are used, stating the nature and duration of the illness, before the employee is paid for sick leave. The Personnel Committee recommendation is that the current language is reasonable and provides that abuse of sick leave does not occur. It is also consistent with the language in the NRCS policy handbook.

Motion by Jim Schwingler second by Jim Fitzsimmons to approve the Personnel Committee recommendations listed above for the Employee Handbook. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Paul Krueger second by Jim Fitzsimmons to table the proposed change to the Scott SWCD Employee Handbook regarding the recommendation to transfer accrued annual leave to the sick leave account of another SWCD employee with a medical emergency until a definition of medical emergency can be better defined. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Schwingler second by Linda Brown to approve the Personnel Committees recommendation that the pay schedule be adjusted to the December, CPI when it becomes available in mid-January. If the CPI is negative, the pay schedule will remain the same with no change. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Schwingler second by Jim Fitzsimmons to approve a State Revolving Loan Committee meeting to be scheduled in January. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

The 2009 Annual Work Plan draft was completed by Pete. Copies were distributed to the board of supervisors for review and comment prior to the next board meeting.

Motion by Paul Krueger second by Jim Schwingler to approve Valley Bank, Jordan as the federal depository institution in 2009. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Fitzsimmons second by Linda Brown to approve the Scott SWCD in participating in the following Community Events in 2009: Belle Plaine Showcase, New Prague Czech Country Expo, Prior Lake Fall Community Fest, Shakopee Business Expo, and Jordan Community Expo with staff receiving comp time for working the event. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Schwingler second by Paul Krueger to approve Doug, Pete and Ryan attend the 2009 MECA Conference on March 5th and 6th at a cost of \$275.00 per person. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Fitzsimmons second by Jim Schwingler to approve Linda Brown and staff to attend the MASWCD Legislative & Day at the Capitol on Monday, February 23rd at a cost of \$60.00. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Schwingler second by Paul Krueger to approve Board Meetings for the 2nd Wednesday of the month in 2009 at 8:00 a.m., with the exception of November, when the meeting will be held on Thursday, November 12, 2009. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

The 2008 Resolution Tally from the MASWCD Convention was distributed to the Scott SWCD Board of Supervisors.

Motion by Paul Krueger second by Jim Fitzsimmons to approve the 2007 State Cost Share Final Financial Report. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

The Scott WMO has submitted a DNR Native Shoreland Buffer Incentive Program Grant. The grant would be used to establish forested buffers along river corridors. Motion by Jim Fitzsimmons second by Jim Schwingler to approve the Scott SWCD staff provide technical assistance if the DNR Native Shoreland Buffer Incentive Program Grant Agreement is approved. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Pete updated the Board of Supervisors on the SWCD/WOM Clean Water Legacy Grant Application, for harvestable filters, that was not approved. Several agencies rank the applications and even though BWSR ranked the Scott WMO/Scott SWCD application high the other agencies ranked other projects higher.

Pete updated the Board of Supervisors on the WMO McKnight Foundation Grant. . This grant was set up to fund meetings that would be held with landowners to talk about their properties and what programs are available to improve their land. The WMO did a study and selected the land areas and the property owners that would be contacted. NRCS and Scott SWCD staff are meeting one on one with landowners at selected times and dates. The first meeting was held in New Market. Motion by Jim Fitzsimmons second by Jim Schwingler to support the McKnight Foundation Grant and the staff time dedicated to meeting with the landowners. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Fitzsimmons second by Jim Schwingler to approve the PLSLWD request to utilize the Scott SWCD engineer in their watershed. PLSLWD has requested that the Scott SWCD engineer attend PLSLWD board meetings and oversee cost share contracts. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Pete reviewed the Bio-Mass Technician position. This individual will work in the five county area to research programs that create biomass and research facilities that can use it, facilitate landowners and the facilities that use biomass and create new programs & adapt existing programs to allow harvesting. Dave Rickert was hired for this position and he introduced himself to the Board of Supervisors.

Motion by Paul Krueger second by Linda Brown to approve the Civil 3D 2009 Network License Fee for \$1,500.00. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Schwingler second by Linda Brown to approve State Cost Share Amendment #1 for William McCue, contract #09-04 to approve state cost share funds not to exceed \$15,000.00. The amendment decreased cost share funds available for this project due to the maximum cost share allowed under this program. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Paul Krueger second by Jim Schwingler to approve final payment for William McCue, State Cost Share contract #09-04 for \$15,000.00 from FY09 State Cost Share funds. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Fitzsimmons second by Paul Krueger to approve the following Scott WMO final payments

- City of Belle Plaine, contract WMO 07-29 for \$20,850.00 from 2007 WMO cost share funds.
- Cedar Brook Garden Center, contract 08-06 for \$15,000.00 from 2008 WMO cost share funds.
- City of Savage, contract WMO 07-28 for \$21,001.20 from 2007 WMO cost share funds of \$13,500.00 and \$2,701.20 from 2008 WMO cost share funds.
- Dorothy Shimota, contract PR 08-08 for \$2,751.00 and return \$90.00 to 2008 WMO cost share funds.
- Dorothy Shimota, contract #PR08-08 Amendment #1 to increase cost share funds not to exceed \$2,751.00.
- Dorothy Shimota, contract #PR-04 for \$3,008.00 from 2008 WMO cost share funds.
- City of Prior Lake, contract #WMO 08-01 for \$9,720.00 and return \$3,080.00 into the 2008 WMO cost share account.
- Kevin Koepp, contract WMO 07-02 for \$3,295.00 from 2007 WMO cost share funds.
- Carl Schoenbauer, contract WMO 07-20, Amendment #2 to change the start date to 7/15/09 and the completion date to 7/31/09.

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

Motion by Jim Schwingler second by Linda Brown to approve District/Cooperator Agreement for John Marks. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Paul Krueger second by Jim Schwingler to approve all 2009 dues for the district or the district employees. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Fitzsimmons second by Linda Brown to approve Emily Javens to attend the NRCS/BWSR Engineering Meeting February 17-19th in St. Cloud with providing accommodations in St. Cloud for two nights. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0

Motion by Jim Schwingler second by Linda Brown to approve a conservation plan for Don Barry. Ayes: Schwingler, Fitzsimmons, Krueger, Gruetzmacher and Brown. Nays: 0
The Land Steward of the Month is Brian and Lowell Schmitz.

Pete update the board that Environmental Health at Scott County will be hiring an intern this summer and they contacted him to determine if the Scott SWCD would have additional projects for this individual to complete.

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

The next meeting will be held on Wednesday, February 11th at 8:00 a.m.