



# **Root River Soil and Water Conservation District**

## **Agenda**

**January 11, 2012, 8:30 a.m. Regular Meeting  
Ag Service Center**

### **2011 Slate of Officers**

Tony Becker	Chair	<b>Finance Committee:</b> Meyer & McManimon
Vernon Fruechte	Vice-Chair	<b>Personnel Committee:</b> Fruechte & Kinneberg
Joe McManimon	Secretary	<b>RC&amp;D:</b> Kinneberg
Doug Meyer	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Glenn Kinneberg	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:30 A.M.** Chairman, Tony Becker, call meeting to order

### **Flag Pledge**

### **Officers & Appointments**

*Election of Officers for 2012* - If previous rotation is followed for 2012:

Vernon Fruechte	Chair
Joe McManimon	Vice-Chair
Doug Meyer	Secretary
Glenn Kinneberg	Treasurer
Tony Becker	Reporter

*Committee Appointments for 2012* - Chair is to appoint committees.

**Finance Committee:**  
**Personnel Committee:**  
**RC&D:**  
**RC&D:** (appointed Citizen at Large)  
**State Revolving Fund:** [JPB]

**Meeting Date & Time:** Continue holding monthly Root River SWCD board meetings on the second Wednesday of the month at 8:30 a.m. at the Ag Service Center in Caledonia, Minnesota.

**Minutes:** Chairman call for additions or corrections to the December 14, 2011 board meeting minutes.

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records.

**Treasurer's Monthly Report:** Treasurer to recommend reports for October and November 2011 should be placed on file for audit.

1. Houston County Treasurer – depository for all district funds
2. Bank of the West – as the general checking account
3. Merchants Bank – investment designated reserve and cost-share
4. MCIT – Bonding & Insurance Liability, Property, and Workman's Compensation insurance

### **AGENCY REPORTS**

**Gary Larson, NRCS District Conservationist Report**  
**Ralph Tuck, District Manager Report**

### **OLD BUSINESS**

- 1.



	Permanent Conservation Practice	
2843	Minnesota Revenue – 2011 Sales & Use Tax	\$
2844	Postmaster – 3 rolls Forever stamps @ \$44.00/roll	\$132.00

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, February 8, 2012, 8:30 a.m.**    Ag Service Center



# Root River Soil and Water Conservation District

## **Agenda**

**January 30, 2012, 5:00 p.m. Regular Meeting  
Ag Service Center**

### 2012 Officers

Vernon Fruechte  
Joe McManimon  
Doug Meyer  
Glenn Kinneberg  
Tony Becker

Chair  
Vice-Chair  
Secretary  
Treasurer  
Reporter

**Finance Committee:** Meyer & Kinneberg  
**Personnel Committee:** McManimon & Becker  
**RC&D:** Kinneberg  
**RC&D:** Tim Amberg (appointed Citizen at Large)  
**State Revolving Fund:** Meyer [JPB]

**5:00 P.M.** Chairman, Tony Becker, call meeting to order

### Flag Pledge

### OLD BUSINESS

1. Conservationist/Farmer of the Year recommendation

### NEW BUSINESS & ACTION ITEMS

1. 2012 Budget along with 5 and 10 year plan

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>

### **Adjournment**

**NEXT MEETING---** Regular Meeting, February 8, 2012, 8:30 a.m. Ag Service Center



Feedlot

Bear Creek

MASWCD

Water Plan

**COMMITTEE REPORTS**

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:** *Meyer*

**STAFF REPORTS**

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
2845	Ron Carlsen Enterprises, Inc. – Office Rent February	\$808.79
2846	Kwik Trip – Fuel – SRF Truck = \$112.39; Fuel – SWCD Trucks = \$0.00	\$112.39
2847	Houston County Recorder – Hoiland, Phil – Recording fee for RIM Easement	\$46.00
2848	Goodhue County SWCD – 2012 Envirothon Donation	\$175.00
2849	SE SWCD Technical Support JPB – Annual Contribution – 2012	\$500.00
2850	SE MN MASWCD – 2012 SE MASWCD Dues	\$500.00
2851	Glenn Kinneberg – Reimbursement for plaque – retirement – Ralph Tuck	\$18.00
2852	Wiebke Tire – Oil change on '08 Chevy Silverado = \$43.51 & '08 Ford F-150 = \$48.05	\$91.56
2853	Brandy Nohrenberg – Reimbursement – Infant Water Testing	\$28.00
	<b>Total</b>	<b>\$2,279.74</b>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, March 14, 2012, 8:30 a.m.** Ag Service Center



# **Root River Soil and Water Conservation District**

## **Agenda**

**March 9, 2012, 8:00 a.m. Regular Meeting  
Ag Service Center**

### **2012 Officers**

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:00 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### **Flag Pledge**

**Minutes:** Chairman call for additions or corrections to the February 8, 2012 board meeting minutes.

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records.

**Treasurer's Monthly Report:** Treasurer to recommend report for January 2012 should be placed on file for audit.

### **AGENCY REPORTS**

#### **Gary Larson, NRCS District Conservationist Report**

- Kasey Taylor – ASTC – Field Operations

#### **Ron Meiners, Interim District Manager Report**

- *Corp of Engineers Permit Report*
- *Severance Package*
- *Envirothon*
- *Update from work with County HR Director*

### **OLD BUSINESS**

1. Board chair signature needed for FY12 Base Grant Technical Assistance Option Request
2. Hokah Wetland Bank Grant discussion
3. Roth wetland project update

### **NEW BUSINESS & ACTION ITEMS**

1. Steve Lawler – WCA (Discussion on responsibilities, staffing and training/costs)
2. Wagonwheel Trail (WHKS Consulting)
3. Don Buckhout – PRAP
4. Transition Assistance – Brian Watson, Dakota County
5. FY12 CleanWater Fund Clean Water Assistance Grant Application – Discussion
6. Motion to request an extension for 2012 Annual Plan
7. Review and motion for approval for submittal to BWSR our 2011 Annual Financial Report
8. Motion to request obtaining a bid for required 2011 Year End Audit – *James Maiser, CPA used last year \$2,400*
9. Motion to approve Area VII Employee Dues at \$10/employee
10. Approval and motion to reimburse registration fee to employees that attended SE MACDE Employees Meeting - \$15 each.
11. April board meeting date
12. 2012 Draft Budget revisions







# Root River Soil and Water Conservation District

## Agenda

**April 4, 2012, 8:30 a.m. Regular Meeting**  
**Ag Service Center**

### 2012 Officers

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:30 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### Flag Pledge

**Minutes:** Chairman call for additions or corrections to the March 9, 2012 board meeting minutes.

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records and Supervisor Quarterly Per Diems.

### *Supervisor Per Diem*

Becker, Tony – 1 <sup>st</sup> Qtr. – 7 mtgs. @ \$65.00/each	\$455.00
Fruechte, Vernon – 1 <sup>st</sup> Qtr. – 4 mtgs. @ \$65.00/each	\$260.00
Kinneberg, Glenn – 1 <sup>st</sup> Qtr. – 6 mtgs. @ \$65.00/each	\$390.00
McManimon, Joe – 1 <sup>st</sup> Qtr. – 8 mtgs. @ \$65.00/each	\$520.00
Meyer, Doug – 1 <sup>st</sup> Qtr. – 3 mtgs. @ \$65.00/each	\$195.00

**Treasurer’s Monthly Report:** Treasurer to recommend report for February 2012 should be placed on file for audit.

### AGENCY REPORTS

**Gary Larson, NRCS District Conservationist Report**

**Ron Meiners, Interim District Manager Report**

- Hokah Wetland Bank update
- Winnebago Watershed update
- Roth project update
- Envirothon update

### OLD BUSINESS

### NEW BUSINESS & ACTION ITEMS

1. Transition Assistance – *Brian Watson, Dakota County*
2. PRAP evaluation – *Don Buckhout*
3. Motion to approve bid for required 2011 Year End Audit – *James Maiser, CPA \$2,450. Increased \$50 from last year.*
4. NACD Dues – *Minimum contribution of \$775- did not pay last year*
5. SE MN Water Resources Board 2012 County Dues – *Water Plan - \$4,000 same as last year*
6. RC & D 2012 Council Membership - *\$300 same as last year*
7. 2012 Draft Budget revisions
8. Supervisor’s Re-election – *Joe McManimon, Vernon Fruechte and Glenn Kinneberg. Candidate filing dates are from Tuesday, May 22<sup>nd</sup> – Tuesday, June 5<sup>th</sup>. There is a \$20 filing fee. Term begins January 1, 2013.*
9. Other

## **STATE COST SHARE PROGRAM**

**FY'11**

**\$ 1,936.18**

### **State Cost-Share Project Cancellation**

Mound Prairie Cemetery #06FY11 – Critical Area Planting – Project start and completion dates have expired. \$ 4,200.

### **State Cost-Share Application:**

<b>Name</b>	<b>Contract</b>	<b>Total Cost Estimate</b>	<b>Cost-Share Amount</b>	<b>Project</b>	<b>Starting Date/Completion Date</b>
Schulte Farms, LLC	09FY11	\$3,000.00	\$ 2,250.00	Grassed Waterways – 4 sites	August 1, 2012 – September 13, 2012

### **State Cost-Share Amendment Request**

Meyer Farms Dairy, LLC #17FY09 proposed to amend project completion date from 4/12/12 to 12/30/12.

### **Feedlot**

### **Bear Creek**

Annual Bear Creek inspections are scheduled for Thursday, April 26, 2012. Lunch is provided to those involved with the inspection and historically the SWCD has paid half of the expense for the lunch. Would the SWCD like to do so again this year?

### **MASWCD**

Update from SE MASWCD Spring Meeting held Wednesday, March 28<sup>th</sup>.

### **Water Plan**

Update, Water Plan Resolution, and discussion with Jeff Nielsen on Crooked Creek Watershed.

## **COMMITTEE REPORTS**

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg* – Update from March 26<sup>th</sup> mtg.

**JOINT POWERS COMMITTEE:** *Meyer*

## **STAFF REPORTS**

District tree sales update and delivery dates – April 10<sup>th</sup> & 11<sup>th</sup>

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
2866	Ron Carlsen Enterprises, Inc. – Office Rent April	\$808.79
2867	Schumacher's Nursery & Berry Farm Inc – Special Order Lilac & Sugar Maple, Amur Maple, Lombardy Poplar, Sugar Maple, Silver Maple, Black Walnut = \$710.75; Hokah Wetland Bank = \$255.50	\$966.25
2868	University of Minnesota – Registration fee – 5 Day Wetland Delineation Course	\$875.00
2869	Blackburn Mfg. Co. – 3,000 4" x 5" Flo Pink Flags w/24" wire	\$212.97
2870	SE MN Water Resources Board – 2012 County Dues	\$4,000.00
2871	Tony Becker – 1 <sup>st</sup> Qtr. Mileage – 140 miles @ \$0.555/mile	\$77.70
2872	Vernon Fruechte – 1 <sup>st</sup> Qtr. Mileage – 48 miles @ \$0.555/mile	\$26.64
2873	Glenn Kinneberg – 1 <sup>st</sup> Qtr. Mileage – 244 miles @ \$0.555/mile	\$135.42
2874	Joe McManimon – 1 <sup>st</sup> Qtr. Mileage – 346 miles @ \$0.555/mile	\$192.03
2875	Doug Meyer – 1 <sup>st</sup> Qtr. Mileage – 80 miles @ \$0.555/mile	\$44.40

2876	Affordable Technology Solutions – Office Supplies – Ink for Deposit Stamper	\$6.83
2877	Caledonia True Value – Trees – Packing Tape 3 rolls @ \$3.29 plus tax	\$10.54
2878	RC & D – 2012 Council Membership	\$300.00
2879	Hartford Life & Annuity Ins. Co. – Life Insurance – Policy # LU1173261 Ron Meiners	\$90.00
2880	Kwik Trip – Fuel – SRF Truck = \$79.72; SWCD Trucks = \$215.45	\$295.17
2881	ECM Publishers, Inc. – Hokah Wetland Bank Invitation for Bids	\$40.01
2882	Postmaster – Water Plan 1 roll @ \$45; 1 roll @ \$45	\$90.00
2883	Root River SWCD – Petty Cash – Postage = \$65.00; RIM Postage = 6.80; Miscellaneous = \$1.07	72.87
	<b>Total</b>	<b>\$8,244.62</b>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, May 9, 2012, 8:30 a.m.**    Ag Service Center

## PROJECT STATUS

<u>Completion</u>	<u>Name</u>	<u>Funding</u>
<u>Date</u> 12/30/12	Slavicek, Jason	Cost estimate \$2,500.00 State Cost-Share approved \$2,343.00
8/31/12	Feils, Pete	Cost estimate \$36,200.00 State Cost-Share approved \$20,956.00 EQIP \$24,200.00 <i>Slippage will need to be returned</i>
4/12/12 <i>Needs extension</i>	Meyer Farms Dairy LLC	Cost estimate \$15,530.00 State Cost-Share approved \$ 8,167.50 EQIP \$16,704.00 <i>Slippage will need to be returned</i>
6/9/12	Vetsch, Jerry	Cost estimate \$32,200.00 State Cost-Share approved \$ 1,421.00 EQIP \$34,149.00 <i>Slippage will need to be returned</i>
8/10/12	Scanlan, Bob	Cost estimate \$ 2,300.00 State Cost-Share approved \$ 1,725.00
3/14/12	Mound Prairie Cemetery	Cost estimate \$ 5,600.00 State Cost-Share approved \$ 4,200.00 <i>This contract has expired. \$313.82 of the slippage being used for Schulte Farms and \$3,886.18 available for Staggemeyer Site 3, Koch or DNR.</i>

# FLOOD PROJECTS

<u>Completion</u>	<u>Name</u>		<u>Funding</u>
12/8/12	Burke, Pat	Cost estimate	\$44,978.00
		<i>Soil borings needed</i>	\$ 4,500.00
		<i>Site prep for borings</i>	\$ 3,000.00
		<b>Total estimate</b>	<b>\$52,478.00</b>
		State Cost-Share approved	\$53,836.00
12/30/12	Staggemeyer, Mike	Cost estimate	\$184,260.00
	<i>Site #2</i>	<i>Addtl Engineering Cost</i>	<i>\$ 5,000.00</i>
		<i>Soil borings needed</i>	<i>\$ 4,500.00</i>
		<b>Total estimate</b>	<b>\$193,760.00</b>
		State Cost-Share approved	\$200,000.00
		<i>Any slippage move to Staggemeyer Site 3, DNR or Koch</i>	
	Weymiller, Gary	Cost estimate	\$141,376.64
		State Cost-Share Approved	\$123,296.56
		<i>Slippage to return to BWSR</i>	<i>\$ 6,357.06</i>
		<i>Remainder slippage available for Staggemeyer Site 3, DNR or Koch</i>	
		<i>Consider project cancellation for Weymiller</i>	
6/30/12	Koch, Bob	Cost estimate	\$ 19,000.00
<i>FEMA</i>		FEMA	\$ 15,500.00
		State Cost-Share Approved	\$ 3,500.00
		<i>Consider cancellation of FEMA funds</i>	
<i>FEMA</i>	DNR	Cost estimate	\$ 44,459.00
		FEMA	\$ 34,459.00
		State Cost-Share Approved	\$ 10,000.00
		<i>Consider cancellation of FEMA funds</i>	

**State Cost-Share funds available from Weymiller and Mound Prairie Cemetery cancellation would be \$120,700. These funds could be used for Koch, DNR and Staggemeyer site 3.**



**State Cost-Share Payment Request and transfer of funds:**

Name	Project/Contract #	Estimate	Actual	Request
Schulte Farms	09FY11	\$3,000.00	\$2,967.71	\$2,815.00 x 75% = \$2,111.25 <i>Slippage = \$ 138.75</i>

**State Cost-Share Project Cancellation**

Gary Weymiller #22FY09FR2 – Flood Control Dam – Project cancellation request due to size and scope of project, excessive cost and permitting issues - \$123,296.56.

Root River SWCD/Bob Koch #09FY09FR3 – Flood Control Dam – project cancellation due to applicant change. \$3,500.00.

Root River SWCD/DNR #10FY09FR3 – Flood Control Dam – project cancellation due to cancellation of FEMA Phase II application. \$10,000.00.

**State Cost-Share Application:**

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Koch, Bob	26FY09FR3	\$19,000.00	\$19,000.00	Flood Control Dam	November 14, 2012 – December 31, 2012

**State Cost-Share Return of Funds**

Approve return of funds to BWSR

- FY09FR2 Flood Grant = \$ 7,932.19

**Feedlot**

**Bear Creek**

Annual Bear Creek inspection update.

**MASWCD**

**Water Plan**

**COMMITTEE REPORTS**

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:** *Meyer*

**STAFF REPORTS**

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

Voucher #	Item	Amount
2884	Ron Carlsen Enterprises, Inc. – Office Rent May	\$808.79
2885	Bluff Country Newspaper Group – Hokah Wetland Bank Invitation for Bids	\$35.50
2886	Myhre Construction, LLC – Project Payment - Hokah Wetland Bank	\$5,675.00
2887	Schulte Farms – State Cost-Share Project - #09FY11 – Grassed Waterways (4 sites)	\$2,111.25
2888	BWSR – Return of State Cost-Share Flood Funds FY09FR2	\$7,932.19
2889	Schumacher Nursery – Trucking fee = \$200; Direct Ship Trucking fee & 75 Lombardy Poplar = \$80.49	\$280.49
2890	Winneshiek SWCD – Bear Creek Inspection Tour – Half of Lunch Cost	\$45.84

2891	Keith Oitzman – Infant Water Test Reimbursement	\$28.00
2892	Kwik Trip – Fuel – SRF Truck = \$86.22; SWCD Trucks = \$224.87	\$311.09
2893	G-Cubed – Phase 4 Staggemeyer site – Soils Analysis/Geotechnical Report	\$4,000.00
	<i>Total</i>	<i>\$21,228.15</i>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, June 13, 2012, 8:30 a.m.**    Ag Service Center





# **Root River Soil and Water Conservation District**

## **Agenda**

**June 6, 2012, 8:30 a.m. Regular Meeting  
Ag Service Center**

### **2012 Officers**

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:30 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### **Flag Pledge**

**Minutes:** Chairman call for additions or corrections to the May 9, 2012 board meeting minutes.

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records.

**Treasurer's Monthly Report:** Treasurer to recommend report for April 2012 should be placed on file for audit.

### **AGENCY REPORTS**

#### **Gary Larson, NRCS District Conservationist Report**

#### **Ron Meiners, Interim District Manager Report**

- Vehicle Update
- Supervisor Candidate Update
- Staggemeyer Project Update – Site showing will be June 12, 2012 at 9:00 am; bid opening will be at noon on June 21, 2012
- Pat Burke Project Update
- DNR site update (long term lease)
- New Root River Watershed Contract

### **OLD BUSINESS**

1. PRAP Report Presentation to County Commissioners – June 26<sup>th</sup> at 10:00 a.m.

### **NEW BUSINESS & ACTION ITEMS**

1. Consider setting special board meeting date for June 27<sup>th</sup> to allocated remaining flood relief cost-share funds and approval of Annual Plan of Work
2. Annual Plan of Work – discussion approval pending for June 27<sup>th</sup> meeting
3. Biennial Budget Request (BBR)
4. Credit Card Resolution – adopt resolution of authorized signers
5. Data Practice Policy – copies for all supervisors - discussion on charge for services – motion for approval
6. Technology Update – discussion on computer and components – motion for approval
7. Hokah Wetland Bank Project – Phase 2 bids
8. WCA workload
9. CRP Contribution Agreement - discussion

## STATE COST SHARE PROGRAM

<b>FY'11</b>	<b>\$ 4,024.93</b>
<b>FY'11FR</b>	<b>\$ 15,472.43</b>
<b>FY'09FR3</b>	<b>\$ 96,082.62</b>

- Discussion on remaining contracts and slippage

### State Cost-Share Application:

<b>Name</b>	<b>Contract</b>	<b>Total Cost Estimate</b>	<b>Cost-Share Amount</b>	<b>Project</b>	<b>Starting Date/Completion Date</b>
Fitting, Jeff	10FY11	\$ 3,700.00	\$ 2,775.00	Diversion	July 31, 2012 – August 10, 2012
Berg, Mike	11FY11	\$ 1,688.00	\$ 1,249.93	Critical Area Planting	July 31, 2012 – August 10, 2012

### State Cost-Share Flood Relief Amendment Request

Vetsch, Jerry #20FY09FR2 proposed to amend project completion date from 6/9/12 to 11/1/12. Extension is being requested due to several revisions to the designs and were just recently completed.

*Mary Kells, BWSR, has granted the extension at the state level, since it has been two years since funds were encumbered.*

### Feedlot

### Bear Creek

### MASWCD

MASWCD Resolutions

### Water Plan

Discussion on 5 Year Update schedule

### COMMITTEE REPORTS

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:** *Meyer*

### STAFF REPORTS

2012 Tree Report

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
2894	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter; Policy #LU1039333 Richard Stemper	\$180.00
2895	Todd Schroeder – Push Up Pond no pipe – Pond – 2012 - #1	\$500.00
2896	Ron Carlsen Enterprises, Inc. – Office Rent June	\$808.79
2897	Dahl Automotive – '08 Ford #8 Injector	\$451.29
2898	Ellingson Motors – Diagnostic Test on '08Ford	\$71.16
2899	Andy Von Arx – Push Up Pond no pipe – Pond – 2012 - #2	\$300.00
2900	Glenn Kinneberg – Reimbursement for service award	\$18.00

2901	Janice Messner – Meal Reimbursement	\$9.33
2902	Bluff Country Newspaper Group – Hokah Wetland Bank Invitation for Bid Phase 2 = \$28.80; Invitation for Bids Winnebago Watershed (Staggemeyer) = \$129.60	\$158.40
2903	ECM Publishers, Inc. – Hokah Wetland Bank Invitation for Bids Phase 2	\$44.45
2904	Kwik Trip – Fuel – SRF Truck = \$84.05; SWCD Trucks = \$358.30	\$442.35
	<i>Total</i>	<b>\$2,983.77</b>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, July 11, 2012, 8:30 a.m.**    Ag Service Center



## **Root River Soil and Water Conservation District**

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

**(507) 724-5261 Ext. 3**

Root River SWCD Supervisors

# Special Board Meeting

Ag Service Center

Wednesday, June 27, 2012

8:30 AM

Allocations of Flood Relief Cost-Share Funds  
Approval of Annual Plan of Work & BBR Application  
Accounts Payable



# Root River Soil and Water Conservation District

## Agenda

June 27, 2012, 8:30 a.m. Regular Meeting  
Ag Service Center

### 2012 Officers

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:30 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### Flag Pledge

### OLD BUSINESS

1. June 26<sup>th</sup> Commissioner's Meeting – PRAP
2. Root River Watershed – Landowner interview

### NEW BUSINESS & ACTION ITEMS

1. Annual Plan of Work – review and approval needed
2. Biennial Budget Request (BBR) – review and approval needed
3. Bid Opening – Burke site, Winnebago Twp/DNR site
4. Storm water permit funding \$400/ea. – Koch, Burke, Winnebago Twp/DNR, Staggemeyer (Site 1) - discussion – generally funded with T & A funds
5. Soil borings for Burke project
6. Brian Watson update report

### STATE COST SHARE PROGRAM

1. Discussion regarding Bob Koch project

### State Cost-Share Flood Relief Project Cancellations

Koch, Bob #26FY09FR3 – Flood Control Dam – project cancellation due to being able to allocate potential slippage due to reduced project cost prior to allocation termination date. \$19,000.00

Staggemeyer, Mike #08FY09FR3 – Flood Control Dam – project cancellation due to being able to allocate potential slippage due to reduced project cost prior to allocation termination date. \$200,000.00.

Burke, Pat # 02FY11FR – Flood Control Dam - project cancellation due to cancellation of FEMA Phase II application. \$53,836.00

**FY'09FR3      \$ 96,082.62 + 315,082.62 (amount cancelled above) = \$411,165.24**  
**FY'11FR      \$ 15,472.43 + 53,836.00 (amount cancelled above) = \$69,308.43**

### State Cost-Share Flood Relief Application:

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Koch, Bob	27FY09FR3	\$16,750.00	\$16,750.00	Flood Control Dam	November 15, 2012 – December 31, 2012
Winnebago Township/DNR	28FY09FR3	\$52,214.46	\$	Flood Control Dam	November 14, 2012 – December 31, 2012

Staggemeyer, Mike	29FY09FR3	\$	\$	Flood Control Dam – Site 1	
Burke, Pat	03FY11FR	\$	\$	Flood Control Dam	
Staggemeyer, Mike	30FY09FR3	\$	\$	Flood Control Dam – Site 2	

\*\*\***Accounts Payable:**\*\*\* Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
	Myhre Construction – Hokah Wetland Bank Project	
	Bob Mierau – Hokah Wetland Bank Project	
	<i>Total</i>	\$

**Adjournment**

**NEXT MEETING---** Regular Meeting, July 11, 2012, 8:30 a.m. Ag Service Center



# Root River Soil and Water Conservation District

## **Agenda**

**July 11, 2012, 8:30 a.m. Regular Meeting**

**Ag Service Center**

### 2012 Officers

Vernon Fruechte  
Joe McManimon  
Doug Meyer  
Glenn Kinneberg  
Tony Becker

Chair  
Vice-Chair  
Secretary  
Treasurer  
Reporter

**Finance Committee:** Meyer & Kinneberg  
**Personnel Committee:** McManimon & Becker  
**RC&D:** Kinneberg  
**RC&D:** Tim Amberg (appointed Citizen at Large)  
**State Revolving Fund:** Meyer [JPB]

**8:30 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### Flag Pledge

**Minutes:** Chairman call for additions or corrections to the June 6, 2012 board meeting minutes and the June 27, 2012 special board meeting minutes.

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records and Supervisor Quarterly Per Diems.

### *Supervisor Per Diem*

Becker, Tony – 2 <sup>nd</sup> Qtr. – 4 mtgs. @ \$65.00/each	\$260.00
Fruechte, Vernon – 2 <sup>nd</sup> Qtr. – 3 mtgs. @ \$65.00/each	\$195.00
Kinneberg, Glenn – 2 <sup>nd</sup> Qtr. – 4 mtgs. @ \$65.00/each	\$260.00
McManimon, Joe – 2 <sup>nd</sup> Qtr. – 4 mtgs. @ \$65.00/each	\$260.00
Meyer, Doug – 2 <sup>nd</sup> Qtr. – 2 mtgs. @ \$65.00/each	\$130.00

**Treasurer’s Monthly Report:** Treasurer to recommend report for May 2012 should be placed on file for audit.

### AGENCY REPORTS

**Gary Larson, NRCS District Conservationist Report**

**Ron Meiners, Interim District Manager Report**

- Winnebago Project update

### REPORT

**Brian Watson, Professional Services**

### OLD BUSINESS

1. Technology Update – computer and components received

### NEW BUSINESS & ACTION ITEMS

1. City of Houston Trail System discussion
2. Frac Sand Meetings July 11<sup>th</sup> and July 18<sup>th</sup> – Erickson site
3. County Budget Meeting
4. Supervisor election status

**STATE COST SHARE PROGRAM**

FY'11FR \$ 17,037.25

- 1. Grant review from Mary Kell's visit on July 9<sup>th</sup>

*The Root River SWCD Board acknowledged that the remaining Winnebago flood projects should have utilized the amendment process in the cost share program instead of creating new contracts.*

*Several of the original contracts had previously used funds designated for Phase I of the projects and the amendment process would address that issue.*

*The intent of the board was to utilize the remaining flood cost-share dollars to the best of their ability.*

**Feedlot**

**Bear Creek**

**MASWCD**

2012 Conservationist of the Year – Vernon's district. Application must be submitted **prior** to August 22, 2012

2012 Annual Convention – December 2, 3, 4<sup>th</sup> Double Tree Hotel, Bloomington, MN.

MASWCD Leading Change: Leadership Workshop for SWCD Supervisors and Staff – September 6, 2012 at the Holiday Inn, Alexandria, MN. Registration deadline is August 27, 2012. Registration cost \$80.00 (materials & lunch).

**Water Plan**

- 1. Nitrate Well Testing
- 2. Education Update

**COMMITTEE REPORTS**

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:** *Meyer*

**STAFF REPORTS**

Agren Training – *Rich & Dave*

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
2905	Affordable Technology Solutions – JPB Expense – Batteries for Instrument = \$49.73; Office Supplies = \$80.85	\$130.58
2906	Joan Heim-Welch – Push-up Pond – Pond-2012-#3	\$300.00
2908	Pete Feils – State Cost-Share Flood Relief Project – MPCA Stormwater Permit reimbursement	\$400.00
2909	Ron Carlsen Enterprises, Inc. – Office Rent July	\$808.79
2910	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners	\$90.00
2911	SHI International Corp – Computer LENOVO CUSTOM	\$657.28



	ThinkCenter	
2912	Insight Public Sector, Inc. – LCD Monitor – 19”	\$156.73
2913	ECM Publishers, Inc. – Invitation for Bids Staggemeyer Site 1	\$320.04
2914	Tony Becker – 2 <sup>nd</sup> Qtr. Mileage – 80 miles @ \$0.555/mile	\$44.40
2915	Vernon Fruechte – 2 <sup>nd</sup> Qtr. Mileage – 36 miles @ \$0.555/mile	\$19.98
2916	Glenn Kinneberg – 2 <sup>nd</sup> Qtr. Mileage – 63 miles @ \$0.555/mile	\$34.98
2917	Joe McManimon – 2 <sup>nd</sup> Qtr. Mileage – 180 miles @ \$0.555/mile	\$99.92
2918	Doug Meyer – 2 <sup>nd</sup> Qtr. Mileage – 80 miles @ \$0.555/mile	\$44.40
2919	Brian Watson - Professional Services Contract	\$1,580.00
2920	Kwik Trip – Fuel – SRF Truck = \$344.14; SWCD Trucks = \$255.12	\$599.26
2921	Bluff Country Newspaper Group – Invitation for bids Staggemeyer Site 1 – Wk. 3	\$64.80
2922	Postmaster – Postage 2 rolls @ \$45/roll	\$90.00
2923	Postmaster – Postage Nitrate Monitoring	
	<b>Total</b>	<b>\$ 5,441.16</b>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, August 8, 2012, 8:30 a.m.**    Ag Service Center



# **Root River Soil and Water Conservation District**

## **Agenda**

**August 8, 2012, 8:30 a.m. Regular Meeting  
Ag Service Center**

### **2012 Officers**

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:30 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### **Flag Pledge**

**Minutes:** Chairman call for additions or corrections to the July 11, 2012 board meeting minutes.

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records.

**Treasurer's Monthly Report:** Treasurer to recommend report for June 2012 should be placed on file for audit.

### **AGENCY REPORTS**

#### **Gary Larson, NRCS District Conservationist Report**

#### **Ron Meiners, Interim District Manager Report**

- Winnebago Project update
- Hokah Wetland Bank update – *Billed for 158.5 hours to date with 91.5 hours left to bill*
- WCA – Project updates
- Root River Watershed update
- RIM, CREP and State Cost-Share Spot Checks

### **REPORT**

#### **Brian Watson, Professional Services**

- Staff Plan
- Adopt Organizational Chart
- Adopt District Manager position description

### **OLD BUSINESS**

1. Frac Sand Meeting updates for July and August

### **NEW BUSINESS & ACTION ITEMS**

1. Letter of Intent – *District Manager*
2. County Budget Meeting
3. Clean Water Grant Application – *Deadline is September 14, 2012*
4. Office Lease Contract – *Expires on August 31, 2012*
5. MCIT 2012 Dividend - *\$4,551 will receive in mid-November this compares to \$4,607 last year*
6. Audit – *August 24, 2012*
7. Recommend time change for September board meeting – *9:00 a.m. with Personnel Committee meeting at 8:30 a.m.*

## **STATE COST SHARE PROGRAM**

**FY'11FR      \$ 17,037.25**

### **State Cost-Share Amendment Requests**

Fitting, Jeff #10FY11 proposed to amend project start date from 7/31/12 to 6/13/13 and project completion date from 8/10/12 to 7/10/13. Extension is being requested due to dry conditions.

Berg, Mike #11FY11 proposed to amend project start date from 7/31/12 to 6/13/13 and project completion date from 8/10/12 to 7/10/13. Extension is being requested due to dry conditions.

### **State Cost-Share Payment Request and transfer of funds:**

<b>Name</b>	<b>Project/Contract #</b>	<b>Estimate</b>	<b>Actual</b>	<b>Request</b>
Scanlan, Bob	08FY11	\$2,300.00	\$2,005.00	\$2,005.00 x 75% = \$1,503.75 <i>Slippage = \$ 221.25</i>

### **State Cost-Share Return of Funds**

Approve return of funds to BWSR

- FY11 Base Grant = \$ 276.56

### **Feedlot**

### **Bear Creek**

### **MASWCD**

Fall Supervisor/Employee Meeting will be Wednesday, September 12, 2012 at Cabela's in Owatonna, MN.

2012 Conservationist of the Year – Vernon's district. Application must be submitted **prior** to August 22, 2012

2012 Annual Convention – December 2, 3, 4<sup>th</sup> Double Tree Hotel, Bloomington, MN.

### **Water Plan**

1. Nitrate Monitoring Testing - *Results*

### **COMMITTEE REPORTS**

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:** *Meyer*

### **STAFF REPORTS**

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
2924	Affordable Technology Solutions – Office Supplies	\$5.93
2925	Bob Scanlan – State Cost-Share Project – Critical Area Planting - #08FY11	\$1,503.75
2926	Ron Carlsen Enterprises, Inc. – Office Rent August	\$808.79
2927	Prairie Land Professionals – Hokah Wetland Bank Project – Spot Spraying	\$5,980.00

2928	Ole's Excavating – Soil Borings Pat Burke site #03FY11FR	\$1,690.00
2929	BWSR – Return of State Cost-Share Base Grant Funds FY11	\$276.56
2930	Curt Myrah – Push-Up Pond w/no pipe – Pond – 2012 -#4	\$300.00
2931	Kwik Trip – Fuel – SRF Truck = \$222.82; SWCD Trucks = \$139.47	\$362.29
2932	Robert Mierau – Hokah Wetland Bank Project	\$2,028.80
2933	Postmaster – 1 roll \$0.20 stamps	\$20.00
	<i>Total</i>	<i>\$ 13,034.89</i>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, September 12, 2012, 8:30 a.m.**    Ag Service Center



## Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

(507) 724-5261 Ext. 3

## Root River SWCD Board

has scheduled their September meeting for

**Monday, September 10, 2012**

**9:00 AM**

**Ag Service Center**



# **Root River Soil and Water Conservation District**

## **Agenda**

**September 10, 2012, 9:00 a.m. Regular Meeting**  
**Ag Service Center**

### **2012 Officers**

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**9:00 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### **Flag Pledge**

**Minutes:** Chairman call for additions or corrections to the August 8, 2012 board meeting minutes.

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records.

**Treasurer's Monthly Report:** Treasurer to recommend report for July 2012 should be placed on file for audit.

### **AGENCY REPORTS**

**Gary Larson, NRCS District Conservationist Report**

**Ron Meiners, Interim District Manager Report**

- Root River Field to Stream Partnership (Bridge Creek)

### **REPORT**

**Brian Watson, Professional Services**

- Activity Report

### **OLD BUSINESS**

1. Frac Sand Meeting update from August 15, 2012
2. Audit – *August 24, 2012*
3. 5-Year Water Plan Update – *2 year extension approved. Implementation section update is due December, 31, 2014.*

### **NEW BUSINESS & ACTION ITEMS**

1. Request for Extension on Contribution Agreement with NRCS
2. 2012 – 2013 Root River Watershed Outreach & Runoff Retention Project Contract – *Approval needed*
3. Brian Watson Professional Services - Contract extension to 12/31/12 – *Approval needed*
4. Clean Water Grant Application – Deadline is September 14, 2012 – *Approval needed*
5. Fall Cover Crop – Seeding Deadline Date needed, number of acres allowed per landowner; rate per acre; staff approval as applications come in (due to timing) – *Approval needed*
6. 6<sup>th</sup> Grade Environmental Day expenses – Meal for presenters and staff - *Approval needed*
7. Building Lease Agreement – Increase of \$50.00/month from amended amount of \$808.79. New amount is \$858.79 - *Approval needed*
8. Bee/Duck Creek Meeting – *September 28, 2012 from 9:30 till noon in Spring Grove*

## STATE COST SHARE PROGRAM

FY'11FR \$ 16,921.69

### State Cost-Share Flood Relief Amendment Request

Burke, Pat #03FY11 FR proposed to amend contract in the amount of \$2,061.94 for additional project costs. This would increase cost-share for project to \$54,333.12.

### State Cost-Share Flood Relief Payment Request and transfer of funds:

Name	Project/Contract	Estimate	Actual	Request
Burke, Pat	03FY11FR	Cost Estimate = \$44,978.27 Funds Allocated = \$54,333.12	\$54,333.12	\$ 54,333.12 x 100% = \$ 54,333.12
Winnebago Twp.	27FY09FR3	Cost Estimate = \$52,214.46 Funds Allocated = \$44,982.83	\$44,682.50	\$ 44,682.50 x 100% = \$44,682.50 <i>Slippage = \$300.33</i>
Staggemeyer, Mike – Site 1	28FY09FR3	Cost Estimate = \$ 184,260.00 Funds Allocated = \$134,786.45	\$132,408.20	\$132,408.20 x 100% = \$132,408.20 <i>Slippage = \$ 2,378.25</i>

### State Cost-Share Flood Relief Return of Funds

Approve return of funds to BWSR

- FY09FR3 Flood Relief Grant = \$ 3,348.23

### Feedlot

### Bear Creek

### MASWCD

Fall Supervisor/Employee Meeting will be Wednesday, September 12, 2012 at Cabela's in Owatonna, MN.

2012 Annual Convention – December 2, 3, 4<sup>th</sup> Double Tree Hotel, Bloomington, MN.

### Water Plan

## COMMITTEE REPORTS

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

- Recommendation to hire District Manager – *Decision and approval needed*
- Updated position descriptions – *Approval needed*
- Root River SWCD WCA representative – 5-Day Basic Wetland Delineation Course training, Sept. 17 – 22, 2012, Little Falls, MN. Registration cost of \$900.00. Lodging and mileage are additional costs. *Approval needed.*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:**

## STAFF REPORTS

\*\*\***Accounts Payable:**\*\*\* Chairman call for a motion to approve payables

Voucher #	Item	Amount
2934	Houston County Treasurer – Maps (7)	\$21.00
2935	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter; Policy # LU1039333 Rich Stemper	\$180.00
2936	Winnebago Township – State Cost-Share Flood Relief Project –	\$44,682.50

	Flood Control Dam - #27FY09FR3	
2937	Staggemeyer, Mike – State Cost-Share Flood Relief Project – Flood Control Dam - Site 1- #28FY09FR3	\$132,408.20
2938	Burke, Pat – State Cost-Share Flood Relief Project – Flood Control Dam - #03FY11FR	\$54,333.12
2939	Myhre Construction, LLC – Hokah Wetland Bank Project	\$370.00
2940	Affordable Technology Solutions – Office Supplies	\$34.99
2941	Brian Watson - Professional Services Contract	\$1,460.00
2942	Ron Meiners – Office Supplies – Ink Cartridge Printer = \$17.92; Laminate & 2 Map Frames = \$51.68	\$69.60
2943	Kwik Trip – Fuel – SRF Truck = \$240.39; SWCD Trucks = \$310.14	\$550.53
2994	Ron Carlsen Enterprises, Inc. – Office Rent September	\$808.79
2945	BWSR – Return of funds FY09FR3	\$3,348.23
2946	G-Cubed – Staggemeyer – Site 1 – Phase 3 & 5	\$20,500.00
	<b>Total</b>	<b>\$ 258,766.96</b>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, October 10, 2012, 8:30 a.m.**    Ag Service Center





# Root River Soil and Water Conservation District

## Agenda

October 10, 2012, 8:30 a.m. Regular Meeting  
Ag Service Center

### 2012 Officers

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:30 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### Flag Pledge

**Minutes:** Chairman call for additions or corrections to the September 10, 2012 board meeting minutes.

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records and Supervisor Quarterly Per Diems.

#### *Supervisor Per Diem*

Becker, Tony – 3 <sup>rd</sup> Qtr. – 3 mtgs. @ \$65.00/each	\$195.00
Fruechte, Vernon – 3 <sup>rd</sup> Qtr. – 6 mtgs. @ \$65.00/each	\$390.00
Kinneberg, Glenn – 3 <sup>rd</sup> Qtr. – 4 mtgs. @ \$65.00/each	\$260.00
McManimon, Joe – 3 <sup>rd</sup> Qtr. – 5 mtgs. @ \$65.00/each	\$325.00
Meyer, Doug – 3 <sup>rd</sup> Qtr. – 3 mtgs. @ \$65.00/each	\$195.00

**Treasurer’s Monthly Report:** Treasurer to recommend report for August and September 2012 should be placed on file for audit.

### AGENCY REPORTS

#### **Gary Larson, NRCS District Conservationist Report**

#### **Ron Meiners, Interim District Manager Report**

- Share Watersheds, Basins and Watershed Districts information
- September Activity Report – Brian Watson, Professional Services
- 2013 Proposed Budget

### OLD BUSINESS

1. Frac Sand Meeting update from September 12, 2012
2. Root River SWCD WCA representative and training – Rich Stemper
3. Waterloo Creek Watershed Meeting – September 25, 2012
4. 6<sup>th</sup> Grade Environmental Day – September 25, 2012
5. Pat Burke site - *Discussion*

### NEW BUSINESS & ACTION ITEMS

1. FY 2013 Operations and State Cost-Share Base Grant – *approval needed*
2. Root River Watershed Grant – *approval needed*

3. Fall Cover Crop Applications – approval needed

Josh Dahl Section 21 Yucatan Twp. 20 acres Corn for silage/Rye - New applicant

Jerry Dahl Section 20 Yucatan Twp. 12 acres Corn for silage/Rye – New applicant

Ed Boldt Section 22 Houston ‘E’ Twp. 8 acres Corn for silage/Rye – New applicant

Kaye Jacob Sections 10, 15 & 16 Yucatan Twp. 74 acres Corn for grain = 17ac; Soybeans = 17 ac;  
Winter Grains, Sunflowers = 40 acres/Winter Rye and Winter Triticale, Clover

Steve Oian Sections 30 & 31 Yucatan Twp. 42.1 acres Corn for silage/Rye – New applicant

Roger VanMoos Section 17 Mound Prairie Twp. 14.2 acres Corn for silage/Winter Rye – New applicant

Gerald Skifton Houston ‘E’ Twp. 40 acres

**Total Acres with 40 acre cap per applicant = 174.2 acres**  
\$15.00 per acre = **\$2,613.00**

**STATE COST SHARE PROGRAM**

FY’11FR \$ 14,859.75

**State Cost-Share Flood Relief Payment Request and transfer of funds:**

Name	Project/Contract	Estimate	Actual	Request
Feils, Pete	14FY08FR2	\$47,223.00	\$38,024.00	\$ 38,024.00 x 93.75% = \$ 35,647.50 - \$23,0364.00 (EQIP) = \$12,583.50 Slippage = \$8,373.06

**State Cost-Share Flood Relief Return of Funds**

Approve return of funds to BWSR

- FY09FR2 Flood Relief Grant = \$ 2,034.37
- FY09FR3 Flood Relief Grant = \$ 8,177.65

**State Cost-Share Close-Out Report**

- State Cost-Share Close-Out Reports for FY10FR Flood Engineering Technical Assistance Grant – Approval needed
- State Cost-Share Flood Relief Close-Out Reports for FY08FR2 and FY08FR3– Approval needed
- State Cost-Share 2008 Flood Relief Close-Out Final Financial Report – Approval needed

**State Cost-Share Flood Relief Application:**

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Burke, Pat	04FY11FR	\$ 1,035.00	\$ 1,035.00	Critical Area Planting	

**Feedlot**

**Bear Creek**

**MASWCD**

Fall Supervisor/Employee Meeting Report – held Wednesday, September 12, 2012.

2012 Resolution Packets – Ballots needed at **October** board meeting – supervisor signatures needed

**Water Plan**

**COMMITTEE REPORTS**

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:**

**STAFF REPORTS**

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
2947	BWSR – Return of funds FY09FR2 = \$2,034.37; FY09FR3 = \$8,177.65	\$10,212.02
2948	Feils, Pete – State Cost-Share Flood Relief Project – Flood Control Dam - #14FY08FR2	\$12,583.50
2949	Ron Carlsen – Office Rent October	\$858.79
2950	Zumbro Valley Forestry LLC – Hokah Wetland Bank Project	\$1,380.00
2951	Affordable Technology Solutions – Office Supplies = Envelopes	\$17.09
2952	Richard Stemper – WCA Training –Fuel Reimbursement = \$75.00	\$75.00
2953	Janice Messner – Nitrate Monitoring Mileage Reimbursement	\$47.73
2954	Master Card - WCA Training – Lodging Reimbursement = \$155.25	\$155.25
2955	Tony Becker – 3 <sup>rd</sup> Qtr. Mileage – 60 miles @ \$0.555/mile	\$33.30
2956	Vernon Fruechte – 3 <sup>rd</sup> Qtr. Mileage – 72 miles @ \$0.555/mile	\$39.96
2957	Glenn Kinneberg – 3 <sup>rd</sup> Qtr. Mileage – 313 miles @ \$0.555/mile	\$150.41
2958	Joe McManimon – 3 <sup>rd</sup> Qtr. Mileage – 225 miles @ \$0.555/mile	\$124.90
2959	Doug Meyer – 3 <sup>rd</sup> Qtr. Mileage – 120 miles @ \$0.555/mile	\$66.60
2960	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners	\$90.00
2961	Kwik Trip – Fuel – SWCD Trucks = \$432.37	\$432.37
2962	Houston County Treasurer – Petty Cash Reimbursement – Office supplies – Ink cartridges = \$23.92; Postage = \$2.45; Education/6 <sup>th</sup> Grade Environmental Day = \$29.40; Water Plan Education/6 <sup>th</sup> Grade Environmental Day = \$29.40; Misc. = \$2.94	\$84.77
2963	Postmaster – 2 rolls @ \$45.00 each (Trees); 1 roll @ \$45.00	\$135.00
	<b>Total</b>	<b>\$ 26,486.69</b>

**Adjournment**

**NEXT MEETING---** Regular Meeting, November 14, 2012, 8:30 a.m. Ag Service Center



# **Root River Soil and Water Conservation District**

## **Agenda**

**November 14, 2012, 8:30 a.m. Regular Meeting  
Ag Service Center**

### **2012 Officers**

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:30 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### **Flag Pledge**

**Minutes:** Chairman call for additions or corrections to the October 10, 2012 board meeting minutes.

- *Correction – Glenn Kinneberg's 3<sup>rd</sup> Qtr. Mileage voucher for \$150.41 should be \$173.73*

**Employee Time Records:** Chairman call for a motion to approve Employee Time Records.

**Treasurer's Monthly Report:** Treasurer to recommend report for October 2012 should be placed on file for audit.

### **AGENCY REPORTS**

**Gary Larson, NRCS District Conservationist Report**

**Ron Meiners, District Manager Report**

- October Activity Report – Brian Watson, Professional Services

### **OLD BUSINESS**

1. Frac Sand Meeting update from October 22 and October 29, 2012
2. Hokah Wetland Bank Project update

### **NEW BUSINESS & ACTION ITEMS**

1. National Association of Conservation Districts (NACD) 2013 Membership Dues - \$775.00
2. Wage & Salary Grid – *review and adopt*
3. Performance Review Evaluation Form – *review and adopt*
4. Budget review (several minor revisions) – *approval needed*
5. Conservation Banquet
  - Dates – *November 19<sup>th</sup> or November 20<sup>th</sup>*
  - Place – *Good Times or Golf Course*
6. 2012 MCIT Annual Meeting – *Monday, December 3, 2012 at 3:30 p.m. River's Edge Convention Center, St. Cloud, MN.*
7. 2013 Tree ordering – *approval needed*
8. 2011 Draft Audit – *Review and approval needed*
9. 2013 MACDE (MN Assoc. of Conservation District Employees) Membership - \$20/employee – *approval needed*

## **STATE COST SHARE PROGRAM**

*FY'11FR \$ 12,797.26*

### **State Cost-Share Project Cancellation**

Jerry Vetsch #20FY09FR2 – Grade Stabilization Structures – Project cancellation request as well as expired contract.  
Expiration November 1, 2012.

### **State Cost-Share Flood Relief Payment Request and transfer of funds:**

<b>Name</b>	<b>Project/Contract</b>	<b>Estimate</b>	<b>Actual</b>	<b>Request</b>
Koch, Bob	26FY09FR3	\$19,000.00	\$18,650.00	\$ 18,650.00 x 100% = \$ 18,650.00 <i>Slippage = \$350.00</i>

### **State Cost-Share Close-Out Report**

- State Cost-Share Close-Out Report for FY09FR2– *Approval needed*
- State Cost Share Close-Out Report for FY12 Conservation Delivery (formerly General Services) – *Approval needed*

### **State Cost-Share Flood Relief Amendment Request**

Staggemeyer, Mike #29FY09FR3 proposed to amend contract in the amount of \$12,797.26 for additional funds to install project. This would increase cost-share for project to \$83,706.12.

### **Feedlot**

### **Bear Creek**

### **MASWCD**

2012 Annual Convention – December 2, 3, 4<sup>th</sup> Double Tree Hotel, Bloomington, MN. **Registration Deadline is Friday, November 16<sup>th</sup>, 2012.**

### **Water Plan**

1. November 1<sup>st</sup> meeting update
2. Discussion on 5 Year Plan update
3. County levy increase proposal

## **COMMITTEE REPORTS**

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:**

## **STAFF REPORTS**

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
2964	Ron Carlsen – Office Rent November	\$858.79
2965	Kaye Jacob – Fall Cover Crop – 40 acres @ \$15/acre	\$600.00

2966	Dave Walter – NRBG – Meal Reimbursement	\$6.16
2967	Zumbro Valley Forestry LLC – Hokah Wetland Bank Project – Direct Seeding	\$4,515.00
2968	Boldt, Ed – Fall Cover Crop – 8 acres @ \$15/acre	\$120.00
2969	Skifton, Gerald – Fall Cover Crop – 40 acres @ \$15/acre	\$600.00
2970	Schumacher’s Nursery & Berry Farm Inc. – Tree Order 2013	\$1,857.00
2971	Koch, Bob – State Cost-Share Flood Relief Project – Flood Control Dam - #26FY09FR3	\$18,650.00
2972	MN BWSR – Return of funds FY09FR3 = \$437.50; Return of funds FY09FR2 = \$1,578.33	\$2,015.83
2973	Affordable Technology Solutions – Office Supplies = Ink Cartridge	\$34.99
2974	MN State Nursery Acct. – State Tree Order	\$2,728.00
2975	MASWCD – Annual Convention Registration Fees	\$
2976	James Maiser, CPA – 2011 Audit	\$2,450.00
2977	Ronald Meiners – Office Supply – 2 Ink Cartridges	\$35.85
2978	Kwik Trip – Fuel – SRF Truck = \$172.76; SWCD Trucks = \$142.57	\$315.33
2979	VonMoos, Roger – Fall Cover Crop – 14.2 acres @ \$15/acre	\$213.00
2980	Beverly Bauer, County Recorder – Recording Fee Staggemeyer, Mike Site 1 – #28FY09FR3 T & A	\$46.00
2981	MACDE – 2013 Membership Dues = 4 @ \$20/each = \$80.00; Misc. - Raffle Ticket funds = \$	\$
2982	Janice Messner – Water Plan Mileage = 146.4 miles = \$3.39/gal. @ 9.76 gal. = \$32.11	\$32.11
2983	Dahl, Josh – Fall Cover Crop – 20 acres @ \$15/acre	\$300.00
2984	Dahl, Jerry – Fall Cover Crop – 12 acres @ \$15/acre	\$180.00
2985	Oian, Steve – Fall Cover Crop – 40 acres @ \$15/acre	\$600.00
	<b>Total</b>	<b>\$</b>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, December 12, 2012, 8:30 a.m.**    Ag Service Center



# Root River Soil and Water Conservation District

## Agenda

December 12, 2012, 8:30 a.m. Regular Meeting  
Ag Service Center

### 2012 Officers

Vernon Fruechte	Chair	<b>Finance Committee:</b> Meyer & Kinneberg
Joe McManimon	Vice-Chair	<b>Personnel Committee:</b> McManimon & Becker
Doug Meyer	Secretary	<b>RC&amp;D:</b> Kinneberg
Glenn Kinneberg	Treasurer	<b>RC&amp;D:</b> Tim Amberg (appointed Citizen at Large)
Tony Becker	Reporter	<b>State Revolving Fund:</b> Meyer [JPB]

**8:30 A.M.** Chairman, Vernon Fruechte, call meeting to order.

### Flag Pledge

**Minutes:** Chairman call for additions or corrections to the November 14, 2012 board meeting minutes.

- *Note – During the November 14, 2012 board meeting Return of Funds was approved for FY09FR3 = \$437.50 and FY09FR2 = \$1,578.33 through Accounts Payable. It was also the intention to approve the Return of Funds for the FY09FR3 and FY09FR2 with the approval of the accounts payable.*

**Employee Time Records:** ; Chairman call for a motion to approve Employee Time Records and Supervisor Quarterly Per Diems.

### *Supervisor Per Diem*

Becker, Tony – 4 <sup>th</sup> Qtr. – 3 mtgs. @ \$65.00/each	\$195.00
Fruechte, Vernon – 4 <sup>th</sup> Qtr. – 3 mtgs. @ \$65.00/each	\$195.00
Kinneberg, Glenn – 4 <sup>th</sup> Qtr. – 8 mtgs. @ \$65.00/each	\$520.00
McManimon, Joe – 4 <sup>th</sup> Qtr. – 3 mtgs. @ \$65.00/each	\$195.00
Meyer, Doug – 4 <sup>th</sup> Qtr. – 3 mtgs. @ \$65.00/each	\$195.00

**Treasurer’s Monthly Report:** Treasurer to recommend report for November 2012 should be placed on file for audit.

### AGENCY REPORTS

**Gary Larson, NRCS District Conservationist Report**

**Ron Meiners, District Manager Report**

- Brian Watson – Activity Report – *Remaining workload*

### OLD BUSINESS

### NEW BUSINESS & ACTION ITEMS

1. NRCS Lease Revision – 150 sq. ft. for Administrative Assistant NRCS/SWCD
2. Swearing in of new Board Supervisors - January 7, 2012 at 8:30 am. Commissioners Room at courthouse
3. Exit Summary for Board Supervisors
4. Clean Water Grant - *update*
5. Water Plan Committee discussion and 5 Year Update
6. MPCA (Brian Green) - *discussion*

## STATE COST SHARE PROGRAM

### State Cost-Share Flood Relief Payment Request and transfer of funds:

Name	Project/Contract	Estimate	Actual	Request
Slavicek, Jason	28FY07	\$ 2,500.00	\$ 3,089.20	\$ 3,089.20 x 93.75% = \$ 2,896.13 <i>Cost-Share Available &amp; paying = \$ 2,343.75</i>
Meyer Farms Dairy, LLC	17FY09	\$15,530.00	\$ 24,556.88	\$ 24,031.88 x 75% = \$ 18,023.91 - \$17,090.20 (EQIP) = \$ 933.71 <i>Slippage = \$7,233.79</i>
Burke, Pat	04FY11FR	\$1,035.00		\$ x 100% = \$

### State Cost-Share Return of Funds

Approve return of funds to BWSR

- FY09 Base Grant = \$ 9,055.99

### State Cost-Share Close-Out Report

- State Cost Share Close-Out Report for FY07 – *Approval needed*
- State Cost Share Close-Out Report for FY09 – *Approval needed*

### Feedlot

### Bear Creek

### MASWCD

2012 Annual Convention – *Update*

### Water Plan

### COMMITTEE REPORTS

**FINANCIAL COMMITTEE:** *Meyer & Kinneberg*

- Employee wage discussion

**PERSONNEL COMMITTEE:** *McManimon & Becker*

**RC & D:** *Kinneberg*

**JOINT POWERS COMMITTEE:**

### STAFF REPORTS

**\*\*\*Accounts Payable:\*\*\*** Chairman call for a motion to approve payables

Voucher #	Item	Amount
2986	Ron Carlsen – Office Rent December	\$858.79
2987	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter; Policy # LU1039333 Rich Stemper	\$180.00
2988	MN Dept. of Agriculture - License for 2013	\$175.00
2989	Far-Vu-Products – Awards – Plaques – Water Plan = 1 @ \$35; District 2 @ \$35/each & 3 @ \$28/each	\$189.00
2990	Glenn Kinneberg – Reimbursement Convention Hotel Expense = \$194.26; 4 <sup>th</sup> Qtr. Mileage – 409 miles @ \$0.555/mile = \$227.00	\$421.26
2991	Janice Messner – Awards – Meal – Stenhoff = \$35.27; Awards –	\$128.49



	Meal – McCormicks = \$93.22	
2992	Jason Slavicek – State Cost-Share Flood Relief Project – Critical Area Planting - #27FY07	\$2,343.75
2993	Meyer Farms Dairy LLC – State Cost-Share Project – Grade Stabilization, Grassed Waterway & Water and Sediment Control Basin - #17FY09	\$933.71
2994	MN BWSR – Return State Cost Share Funds FY09	\$9,055.99
2995	Kwik Trip – Fuel – SRF Truck = \$67.35; SWCD Trucks = \$283.40	\$350.75
2996	Wiebke Tire – Repair left rear tire - 2008 Chevy Silverado	\$15.00
2997	Tony Becker – 4 <sup>th</sup> Qtr. Mileage – 60 miles @ \$0.555/mile	\$33.30
2998	Vernon Fruechte – 4 <sup>th</sup> Qtr. Mileage – 36 miles @ \$0.555/mile	\$19.98
2999	Joe McManimon – 4 <sup>th</sup> Qtr. Mileage – 135 miles @ \$0.555/mile	\$74.93
3000	Doug Meyer – 4 <sup>th</sup> Qtr. Mileage – 120 miles @ \$0.555/mile	\$66.60
	<b>Total</b>	<b>\$ 14,846.55</b>

**Adjournment**

**NEXT MEETING---**      **Regular Meeting, January 9, 2013, 8:30 a.m.**    Ag Service Center