



Root River Soil and Water Conservation District

Agenda

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

2012 Officers

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

8:30 A.M. District Manager, Meiners, call meeting to order.

Flag Pledge

Officers & Appointments

Election of Officers for 2013

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Committee Appointments for 2013

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 12, 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 December 2012 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 & Eitzen State 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

Ron Meiners, District Manager Report

- Brian Watson – December Activity Report

OLD BUSINESS

1. Hokah Wetland Bank – *Walter give update*
2. 2011 Financial Statements – *Review final – Draft was approved by state*

NEW BUSINESS & ACTION ITEMS

1. Supervisor Handbooks – *Discussion*
2. 2013 Mileage Reimbursement Rate \$0.565 – *Motion for approval*
3. Supervisor Per Diem – *Current rate is \$65/meeting – Discussion & motion for approval*
4. Employee reviews
5. Yearly Dues
 - 2012 - 2013 MASWCD - Covers November 1, 2012 – October 31, 2013 fiscal year - \$2,009.50 –*last year \$1,938.00 - increase of \$71.50.*
 - Envirothon Donation 2012 - \$175.00 - *this is the same amount as last year.*
 - SE SWCD Technical Support JPB Annual Membership Fee - \$500.00 - *this is the same amount as last year.*
6. Root River Watershed Hayable Buffer Program
7. 2014 Tree Program

State Cost Share Program

Feedlot

Bear Creek

MASWCD

Water Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE:

- Employee wage discussion

PERSONNEL COMMITTEE:

- Additional employment letter submitted by Janice Messner

RC & D:

JOINT POWERS COMMITTEE:

STAFF REPORTS

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

Voucher #	Item	Amount
3007	Ron Carlsen – Office Rent January	\$858.79
3008	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners	\$90.00
3009	Janice Messner – Feedlot NRBG Office Supply	\$11.24
3010	Wiebke Tire – Oil Change - 2008 Chevy Silverado	\$42.90

3011	Kwik Trip – Fuel – SWCD Trucks = \$33.01	\$33.01
3012	Brian Watson – Professional Services Contract	\$1,540.00
3013	Minnesota Revenue – 2012 Sales & Use Tax	\$652.00
3014	MASWCD – MASWCD Dues 2012 – 2013	\$2,009.50
3015	MasterCard – Software	\$213.71
3016	Affordable Technology Solutions – Office Supply – Ink Cartridge & Tabbed Dividers	\$58.37
3017	SE SWCD Technical Support JPB	\$500.00
3018	Envirothon Donation	\$175.00
3019	Houston County Recorder – Recording Fee – Burke, Pat Project	\$46.00
	Total	\$ 6,230.52

Adjournment

NEXT MEETING--- **Regular Meeting, February 13, 2013, 8:30 a.m.** Ag Service Center



Root River Soil and Water Conservation District

Agenda

**February 13, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the January 9, 2013 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 December 2012 and January 2013 should be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

OLD BUSINESS

1. Vehicle information findings

NEW BUSINESS & ACTION ITEMS

1. Signature authority for credit card – *Approval*
2. Cooperative Purchasing Venture (CPV) – State contract vendors – *Authorization needed for district manager to sign on behalf of the District.*
3. Yearly Dues
 - SE MASWCD = \$500 – *same as last year - Approval needed*
 - National Association of Conservation Districts 2013 Membership Dues
 - Area VII SE MACDE Employee Dues - \$10/employee – *same as last year – Approval needed*

State Cost Share Program

State Cost-Share Return of Funds

Approve return of funds to BWSR

- FY07 Base Grant/closed out FY08 Base Grant = \$ 313.40 - Overpayment on Vickerman contract cost-shared initially at 75% then amended to 100%. BWSR is only allowing 75%. *Funds will be coming out of Miscellaneous Expenses.*

Feedlot

Bear Creek

MASWCD

MASWCD Legislative Briefing and SWCD Day on the Hill is scheduled for February 25th and 26th .

Water Plan

STAFF REPORTS

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Meyer & Lapham*

PERSONNEL COMMITTEE: *Feldmeier & Stenhoff*

RC & D: *Stenhoff*

JOINT POWERS FINANCE COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3020	Ron Carlsen – Office Rent February	\$858.79
3021	MN BWSR – Return of Funds – FY07 Base Grant plus closed out FY08 Base Grant – Overpayment on Vickerman contract	\$313.40
3022	Blackburn Mfg. Co. – Field Supplies – 1 bx. flags, 1 bx. marking paint; 1 bx. ribbon	\$95.67
3023	SE MASWCD – SE MASWCD Dues for 2013	\$500.00
3024	MN State Auditor – Standards & Procedures Review Year End 2011	\$94.00
3025	Badoura State Forest Nursery – Additional Tree Order	\$123.00
3026	SE MN Water Resources Board – 2013 County Dues	\$4,000.00
3027	Minnesota Counties Intergovernmental Trust – Liability Insurance	\$4,582.00
3028	Kwik Trip – Fuel – SWCD Trucks = \$145.54; SRF Truck = \$104.11	\$249.65
3029	MasterCard = Office Supplies = \$101.50; Meals (JPB mtg. for 2) = \$19.41; Meal (JPB mtg. for 1- Jason Rochester) = \$11.57	\$36.98
3030	Houston County Treasurer – Maps – 6 @ \$3.00	\$18.00
	Total	\$ 10,871.49

Adjournment

NEXT MEETING--- **Regular Meeting, March 13, 2013, 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 April meeting for

Wednesday, April 3, 2013

8:00 AM

Ag Service Center



Root River Soil and Water Conservation District

Agenda

**March 13, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the February 13, 2013 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 February 2013 should be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

- Nature Conservancy Hayable Buffer Program – *Review updated cost share document and discussion on March 15th Prioritization Mtg.*
- Landowner in-kind form for WCA & Feedlot programs (BWSR Block Grant)
- Sinkhole project update - *Wabasha District Manager discussion*
- Frac sand ordinance draft update and moratorium extension – review current

OLD BUSINESS

1. Government Officials for State of MN
2. Conservation Newsletter – *Update and payment system*
3. Vehicle information

NEW BUSINESS & ACTION ITEMS

1. Data Access Issue - *RIM – Wetlands Reserve Program (WRP)*
2. Hokah Wetland Bank Contract
3. 2012 Annual Report – *Review and Approve*
4. 2012 Year End Financial Statements – *Review and Approve*
5. 2013 Annual Plan of Work – *Review*
6. Envirothon update

State Cost Share Program

Feedlot

Watershed Updates

Bee/Duck Creek – Landowner meeting scheduled for March 14th at the Spring Grove Fest Building.

Crooked Creek - Plan update

MASWCD

MASWCD Legislative Briefing and SWCD Day on the Hill scheduled for February 25th and 26th .

SE MACDE Meeting – Tuesday, March 19, 2013 in Wabasha, MN. \$15 registration fee per employee. Three employees would like to attend.

Water Plan

Revision Update

STAFF REPORTS

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Meyer & Lapham*

PERSONNEL COMMITTEE: *Feldmeier & Stenhoff* – Meeting scheduled for March 13, 2013 immediately following the board meeting.

RC & D: *Stenhoff*

JOINT POWERS FINANCE COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3031	Ron Carlsen – Office Rent March	\$858.79
3032	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter = \$90.00; Policy # LU1039333 Rich Stemper = \$90.00	\$180.00
3033	Kwik Trip – Fuel – SWCD Trucks = \$136.32; SRF Truck = \$57.81	\$194.13
3034	Ron Meiners – Spring Newsletter Postage = \$400.00; Water Plan Spring Newsletter Postage - \$179.86	\$579.86
3035	MasterCard – Office Supplies	\$54.47
3036	Printy Quik – Newsletter printing	\$1,074.20
	Total	\$ 2,941.45

Adjournment

NEXT MEETING--- **Regular Meeting, April 3, 2013, 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 April meeting for

Wednesday, April 3, 2013

8:30 AM

Ag Service Center



Root River Soil and Water Conservation District

Agenda

**April 3, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the March 13, 2013 board meeting minutes.

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

Treasurer's Monthly Report: Treasurer to recommend report for March 2013 should be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

- Earth Team Volunteer – *Machele Bollman starting May 1, 2013*

Ron Meiners, District Manager Report

- Spring Newsletter
- Computer Update
- WCA Training (Rochester, MN)
- Employee Quarterly Goals
- Root River Watershed meetings

OLD BUSINESS

1. Vehicle – *Budget*
2. Clean Water Legacy Grant – *Funding approved*

NEW BUSINESS & ACTION ITEMS

1. Root River Hayable Buffer Program – *Landowner contracts for approval*
Nelson, Lowell
Gray, James
Hallum, Jerry
2. Hokah Wetland Bank Contract – *Approval*
3. Conservation Partners Grant Proposal

State Cost Share Program

Feedlot

Watershed Updates

Bee/Duck Creek – Landowner meeting was held March 14th.

Crooked Creek -

MASWCD

- SE MACDE Meeting – Held Tuesday, March 19, 2013 in Wabasha, MN
- Envirothon Update

Water Plan

- Nature Conservancy

STAFF REPORTS

- Tree Sales Report

COMMITTEE REPORTS

FINANCIAL COMMITTEE: Meyer & Lapham

PERSONNEL COMMITTEE: Feldmeier & Stenhoff

- Meeting held March 13, 2013.

RC & D: Stenhoff

- March 25th Meeting Update
- Camp Winnebago

JOINT POWERS FINANCE COMMITTEE: Feldmeier

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

Voucher #	Item	Amount
3038	Ron Carlsen – Office Rent April	\$858.79
3039	Kim Klug – Infant Well Testing Reimbursement	\$32.00
3040	Kwik Trip – Fuel – SWCD Trucks = \$221.23; SRF Truck = \$79.84	\$301.07
3041	Fillmore SWCD – Trees	\$94.50
3042	Badoura State Forest Nursery – Additional trees	\$216.00
3043	MasterCard – Postage = \$46.11; Advertising – Sale of Truck ‘08Ford = \$66.60	\$112.71
3044	Petty Cash – Vehicle Maintenance = \$7.00; Nitrate Testing Supply Bee/Duck Mtg. = \$0.99; Office Supplies = \$1.23; Postage = \$45.00; JPB Reimbursement Meal = \$2.00; Meals = \$4.00; Misc. Expense = \$0.08	\$60.30
3045	Tony Becker – 1 st Qtr. Mileage = \$45.20; Meal Frac Sand Mtg. = \$10.00	\$55.20
3046	Matt Feldmeier – 1 st Qtr. Mileage = \$67.80	\$67.80
3047	Loren Lapham – 1 st Qtr. Mileage = \$36.16	\$36.16
3048	Doug Meyer – 1 st Qtr. Mileage = \$61.02	\$61.02
3049	Roger Stenhoff – 1 st Qtr. Mileage = \$54.93	\$54.93
3050	Schumacher’s Nursery & Berry Farm Inc. – Additional trees	\$144.00
3051	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners = \$90.00	\$90.00

3052	Postmaster – Tree Postcards 80 @ \$0.37/each = \$29.60; Nitrate Monitoring = \$158.82	\$188.42
3053	Caledonia True Value – Trees 3 rolls of Packing Tape \$3.29/each + tax	\$10.54
	<i>Total</i>	<i>\$ 2,383.44</i>

Adjournment

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



Root River Soil and Water Conservation District

Agenda

**May 8, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the April 3, 2013 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 March & April 2013 should be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

- Waterloo Creek Watershed – Allamakee County SWCD

OLD BUSINESS

1. Vehicle – *Budget & Estimates*
2. Clean Water Legacy Grant (Conservation Corp – Stream Bank Revetment) – *Funding approved \$10,000*
3. Root River Watershed meetings – *Matt Feldmeier & Dave Walter*
4. Root River Hayable Buffer Program - *Update*
5. Hokah Wetland Bank Contract
6. EDF Contract - *Update*

NEW BUSINESS & ACTION ITEMS

1. Long range planning for personnel
2. Updated job descriptions – *Approval needed*
3. Resolutions
4. National Association of Conservation Districts (NACD) 2013 Membership Dues
5. Hiawatha Valley RC & D Council Dues - \$300.00 – *Approval needed*
6. Winnebago Watershed - *Structure repair work needed*
7. Sam Thesing Project – *Repair needed*
8. Winona County SWCD 75th Anniversary Open House – *Wednesday, May 8th from Noon – 3:00 p.m.*

State Cost Share Program

Feedlot

Watershed Updates

Bee/Duck Creek –

Crooked Creek - *Update*

MASWCD

- MASWCD Leadership Institute

Water Plan

- Discussion

STAFF REPORTS

- Tree Sales Report - *Janice*
- Technician Training – *Rich and Lance*
- Technician Reports – *Rich and Dave*

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Meyer & Lapham*

PERSONNEL COMMITTEE: *Feldmeier & Stenhoff*

RC & D: *Stenhoff*

JOINT POWERS FINANCE COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3054	Ron Carlsen – Office Rent May	\$858.79
3055	Kwik Trip – Fuel – SWCD Trucks = \$303.95; SRF Truck = \$148.59	\$452.54
3056	ECM Publishers, Inc. – Ad for bid on '08 F150 Ford truck	\$199.50
3057	Badoura State Forest Nursery – Additional trees	\$430.00
3058	MasterCard – Computer Software – Microsoft Office Professional 2013 = \$213.74; Microsoft Office Professional 2013 Crooked Creek = \$213.75	\$427.49
3059	Schumacher’s Nursery & Berry Farm Inc. – Additional trees	\$718.00
3060	Insight Public Sector, Inc. – Monitor for Rich Stemper (District’s ½) = \$82.69; Crooked Creeks ½ = \$82.69	\$165.38
3061	SHI International Corp. – Computer for Rich Stemper (District’s ½) = \$323.29; Crooked Creek’s ½ = \$323.30	\$646.59
3062	Hiawatha Valley RC & D – Council Dues	\$300.00
3063	Blackburn Mfg. Co. – 1 case Flo Pink Flags 24” wire 4 x 5 flag (1,000 flags)	\$71.32
3064	Ken Williams – Tree refund = \$30; Sales tax refund = \$2.06	\$32.06
	Total	\$4,301.67

Adjournment

NEXT MEETING--- Regular Meeting, June 12, 2013, 8:30 a.m. Ag Service Center



Root River Soil and Water Conservation District

Agenda

**June 12, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the May 8, 2013 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 May 2013 be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

- Correspondence – Septic System concerns

OLD BUSINESS

1. Hokah Wetland Bank Contract & Update – *received and finalized*
2. Fillmore/Root River Watershed Meetings - *Citizen Conversations*
3. Hayable Buffer Program - *Update*
4. Conservation Grant proposal
5. Envirothon
6. Vehicle fund account
7. Winnebago Watershed - *Structure repair work needed*

NEW BUSINESS & ACTION ITEMS

1. Resolutions and SE Area VII Resolutions Meeting, Thursday, June 20, 2013.
2. Year End Audit price quotes
 - *Peterson Company Ltd. - \$ 2,500*
3. 2013 Outstanding Conservationist – *From Matt Feldmeier's district if historical rotation process is followed*
4. Notary – *discussion*
5. Bear Creek Watershed Inspection/Tour – *June 13, 2013 starting at 9 a.m. at former Ovestrud site.*
6. Houston County Auction – *List of items need to be submitted by June 24th and actual auction to be held Wednesday, August 14th.*

State Cost Share Program

Feedlot

Watershed Updates

Bee/Duck Creek – *Update*

Crooked Creek - *Update*

MASWCD

Water Plan

- Free Nitrate Testing – *Update*
- 5 Year Plan - *Update*

STAFF REPORTS

- Technician Training – *Rich and Lance*
- Technician Reports – *Rich and Dave*

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Meyer & Lapham*

PERSONNEL COMMITTEE: *Feldmeier & Stenhoff*

RC & D: *Stenhoff*

JOINT POWERS FINANCE COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3065	Ronald F. Carlsen – Office Rent June	\$858.79
3066	Kwik Trip – Fuel – SWCD Trucks = \$280.38; SRF Truck = \$73.85	\$354.23
3067	Schumacher’s Nursery & Berry Farm Inc. – Shipping	\$44.29
3068	Caledonia True Value – JPB Supplies – Benchmark Nails, Wheel Barrow Tire	\$45.07
3069	River Valley Newspaper Group – Ad for bid on ’08 F150 Ford truck	\$40.00
3070	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter = \$90.00 & # LU1039333 Rich Stemper = \$90.00	\$180.00
3071	MasterCard – Office Supplies = \$8.36; Office Supplies Feedlot (NRBG) = \$27.14; Project Supplies – Root River Streambank Revetment = \$510.38 (\$81.90, \$428.48 & 144.54)	\$690.42
3072	Postmaster – 2 rolls @ \$46/each	\$92.00
3073	Office of the Secretary of State – Notary commission fee (Janice Messner)	\$120.00
3074	Glenn Kinneberg – Mileage RC & D mtgs. (March & May) 360 miles @ \$0.565/mile	\$203.40
	Total	\$2,628.20

Adjournment

NEXT MEETING--- **Regular Meeting, July 10, 2013, 8:30 a.m.** Ag Service Center



Root River Soil and Water Conservation District

Agenda

**July 10, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker
Doug Meyer
Loren Lapham
Roger Stenhoff
Matt Feldmeier

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Finance Committee: Meyer & Lapham
Personnel Committee: Feldmeier & Stenhoff
RC&D: Stenhoff
RC&D: Glenn Kinneberg (appointed Citizen at Large)
State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the June 12, 2013 board meeting minutes.

Employee Time Records & Supervisor Per Diems: Chairman call for a motion to approve Employee Time Records & Supervisor Per Diems.

Treasurer's Monthly Report: Treasurer to recommend report for June 2013 be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

OLD BUSINESS

1. Hokah Wetland Bank - *Update*
2. Hayable Buffer Program - *Update*
3. Conservation Partners Grant proposal – *Final proposal submitted*
4. Bear Creek Watershed Inspection/Tour

NEW BUSINESS & ACTION ITEMS

1. Nitrate Monitoring Network Contract – *Approval needed*
2. Continuing Education – *One day seminar/Janice*
3. Conservationist of the Year Award
4. Flood
 - Local update letters
 - Winnebago Watershed - *Structure repair work*
 - Crooked Creek Watershed
 - EWP Agreement

State Cost Share Program

1. Grant contract extension request

State Cost-Share Amendment Requests

Fitting, Jeff – Diversion project contract #10FY11 proposed to amend project completion date from 7/10/13 to 8/16/13. Extension is being requested due to wet conditions.

Berg, Mike - Critical Area Planting project contract #11FY11 proposed to amend project completion date from 7/10/13 to 8/16/13. Extension is being requested due to wet conditions.

Feedlot

Watershed Updates

Bee/Duck Creek – *Update*

Crooked Creek - *Update*

MASWCD

- Resolutions and SE Area VII Resolutions Meeting, Thursday, June 20, 2013
- Training Course for SWCD Supervisors and Staff – *SWCD Governance 10, September 4 – 5, 2013, Alexandria, MN.*
- MASWCD 2013 Host

Water Plan

- 5 Year Plan - *Update*

STAFF REPORTS

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Meyer & Lapham*

PERSONNEL COMMITTEE: *Feldmeier & Stenhoff*

RC & D: *Stenhoff*

JOINT POWERS FINANCE COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3075	Ronald F. Carlsen – Office Rent July	\$858.79
3076	Kwik Trip – Fuel – SWCD Trucks = \$; SRF Truck = \$	\$354.23
3077	Winneshiek County SWCD – Bear Creek Inspection/Tour portion of meal expense	\$59.53
3078	MasterCard – Project Supplies – Root River Streambank Revetment = \$34.38 (\$21.38, \$13.00)	\$34.38
3079	Caledonia Wheel Alignment, Inc – '08 Chevy Silverado oil change & 4 tires	\$754.92
3080	Janice Messner – Mileage – 84 miles @ \$0.565/mile = \$4.75 – eLink Training; Meal - \$5.47 – eLink Training	\$10.22
3081	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners = \$90.00	\$90.00
3082	Zumbro Valley Forestry LLC – Hokah Wetland Bank Project – Tree Planting	\$5,325.00
3083	University of Minnesota – Wetland Delineation Training Dave Walter	\$875.00
	Total	\$

Adjournment

NEXT MEETING--- Regular Meeting, August 14, 2013, 8:30 a.m. Ag Service Center



Root River Soil and Water Conservation District

Agenda

**August 14, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the July 10, 2013 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 2013 be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

- Rain Monitoring Program – *George Hammell*
- Landowner letter of concern
- Dodge County update

OLD BUSINESS

1. Prairie on the Edge Conference – *July 18th – 20th*
2. Conservationist of the Year
3. Cedar Tree Revetment Project update
4. Flood

NEW BUSINESS & ACTION ITEMS

1. Fall Area 7 Supervisor and Employee Meeting – *Monday, September 16th at Eagle Bluff Learning Center, Lanesboro, MN*
2. Six Month Budget Review
3. Fall Cover Crop Program
 - Seeding date
 - Acreage limit
 - Price per acre
4. Winnebago Watershed repair discussion
5. NACD 2013 Membership Payment request

HAYABLE BUFFER PROGRAM

Cost-Share Payment Request:

Name	Contract #	Project Estimate	Project Actual	Yearly Payment	Request
Gray, James	3	\$1,400.00	\$1,128.88	\$3,500.00	\$100.00/acre x 14 acres = \$1,400.00 <i>Project</i> \$250.00/acre x 14 acres = \$3,500.00 <i>Yearly Payment</i> Total = \$4,900.00
Hallum, Gerald	2	\$2,300.00	\$5,606.00	\$5,750.00	\$100.00/acre x 23 acres = \$2,300.00 <i>Project</i> \$250.00/acre x 23 acres = \$5,750.00 <i>Yearly Payment</i> Total = \$8,050.00

STATE COST-SHARE PROGRAM

1. Grant contract extension request
2. Approve 2013 Conservation Delivery Grant Final Financial Report

State Cost-Share Payment Request and transfer of funds:

Name	Project/Contract	Estimate	Actual	Request
Fitting, Jeff	10FY11	\$ 3,700.00	\$ 3,968.82	\$ 3,700.00 x 75% = \$ 2,775.00

State Cost-Share Project Cancellation

Berg, Mike - Critical Area Planting project contract #11FY11 – Landowner has cancelled the contracted project.

State Cost-Share Return of Funds

Approve return of funds to BWSR

- FY11 Base Grant = \$ 1,562.41

FEEDLOT

WATERSHED UPDATES

Bee/Duck Creek – Update

Crooked Creek - Update

MASWCD

- District Funding Taskforce – MASWCD is seeking SWCD representatives
- State Convention Committee update

WATER PLAN

STAFF REPORTS

COMMITTEE REPORTS

Financial Committee: *Meyer & Lapham*

Personnel Committee: *Feldmeier & Stenhoff*

- Job Description – Wage and compensation discussion

RC & D: *Stenhoff*

Joint Powers Finance Committee: *Feldmeier*

- JPB Meeting Update

*****ACCOUNTS PAYABLE:***** Chairman call for a motion to approve payables

Voucher #	Item	Amount
3094	Ronald F. Carlsen – Office Rent August	\$858.79
3095	Kwik Trip – Fuel – SWCD Trucks = \$451.74; SRF Truck = \$140.74	\$592.48
3096	MasterCard – Project Supplies – Root River Streambank Revetment = \$112.22, \$80.90, \$402.50; Meal Reimbursement – JPB Mtg. 7/31/13	\$619.11
3097	Glenn Kinneberg – Flight Tour/Conservationist of the Year	\$30.00
3098	Marv’s Body Shop – Vehicle Repair ’08 Chevy Silverado	\$1,986.14
3099	Jeff’s Automotive Repair – Vehicle Repair ’08 Ford	\$237.63
3100	Storlie’s Portable Pit Stops, LLC - Root River Streambank Revetment – Portable Toilet Rental	\$90.84
3101	SkillPath Seminars – Education – One day seminar Janice Messner	\$99.00
3102	Postmaster – Nitrate Monitoring postage = \$329.46; Postage 1 roll = \$46.00; Water Plan postage 1 roll = \$46.00	\$421.46
3103	St. Mary’s Auto Body Shop – Towing ’08 Ford F150	\$106.88
3104	Fitting, Jeff – State Cost Care Project - #10FY11 – Diversion	\$2,775.00
3105	Minnesota DNR – Dam Safety Permit – Site 2 Staggemeyer, Mike	\$150.00
3106	MN Board of Water & Soil Resources – Return of funds FY11	\$1,562.41
3107	Gray, James – Hayable Buffer - # 3	\$
3108	Hallum, Gerald – Hayable Buffer - #2	\$
	Total	\$

Adjournment

NEXT MEETING--- Regular Meeting, September 11, 2013, 8:30 a.m. Ag Service Center



Root River Soil and Water Conservation District

Agenda

**September 11, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker
Doug Meyer
Loren Lapham
Roger Stenhoff
Matt Feldmeier

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Finance Committee: Meyer & Lapham
Personnel Committee: Feldmeier & Stenhoff
RC&D: Stenhoff
RC&D: Glenn Kinneberg (appointed Citizen at Large)
State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the August 14, 2013 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 August 2013 be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

- Health Care Information

OLD BUSINESS

1. NFWF Grant - *Status*

NEW BUSINESS & ACTION ITEMS

1. FY14 Grant – *Approval*
2. FY14 State Cost-Share Base Grant for Technical Assistance option
3. Management Representation letter for 2012 Audit – *Approval*
4. 6th Grade Environmental Day – *Tuesday, October 1st*

STATE COST-SHARE PROGRAM

FEEDLOT

WATERSHED UPDATES

Bee/Duck Creek – Update

Crooked Creek - Update

MASWCD

- Fall Area 7 Supervisor and Employee Meeting, Monday, September 16th at Eagle Bluff learning Center, Lanesboro, MN – *Number attending needed on September 11, 2013.*

Agenda – September 11, 2013

- Conservation Agriculture Roundtable – Tuesday, September 17th, 11 am – 4 pm, Lakeville Holiday Inn.

WATER PLAN

STAFF REPORTS

COMMITTEE REPORTS

Financial Committee: Meyer & Lapham

Personnel Committee: Feldmeier & Stenhoff

RC & D: Stenhoff

Joint Powers Finance Committee: Feldmeier

*****ACCOUNTS PAYABLE:***** Chairman call for a motion to approve payables

Voucher #	Item	Amount
3111	Ronald F. Carlsen – Office Rent September	\$858.79
3112	Kwik Trip – Fuel – SWCD Trucks = \$327.04; SRF Truck = \$128.77	\$455.81
3113	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter = \$90.00; Policy # LU1039333 Rich Stemper = \$90.00	\$180.00
3114	Houston County Highway Department – Decal for '08 Chevy Silverado	\$34.16
3115	Russ Welper – Winnebago Watershed – O & M – DNR site	\$1,500.00
3116	ECM Publishers, Inc. – Caledonia Argus – Flood Notice	\$35.56
3117	Myhre Construction, LLC – Hokah Wetland Bank Project	\$270.50
3118	Storlie's Portable Pit Stops, LLC – Root River Stream bank Revetment – Portable Toilet for September	\$90.84
3119	Bluff Country Newspaper Group – Spring Grove Herald – Flood Notice	\$47.12
	Total	\$3,472.78

Adjournment

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



Root River Soil and Water Conservation District

Agenda

October 9, 2013, 8:30 a.m. Regular Meeting
Ag Service Center

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the September 11, 2013 board meeting minutes.

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

Treasurer’s Monthly Report: Treasurer to recommend reports for August and September 2013 is placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

- Correspondence
- Government Shut Down
- Shecks Mill
- Quarterly goals

OLD BUSINESS

1. 6th Grade Environmental Day – *Tuesday, October 1st*
 - Donation to Camp Winnebago – *Approval*
2. NFWF Grant – *Status*
3. Fishers & Farmers Partnership Grant

NEW BUSINESS & ACTION ITEMS

1. Cover Crop Applications – *Approval*

<i>Dave Tessmer</i>	<i>Section 29, 20, 17, 12,31 Union Twp.</i>	<i>40 acres</i>	<i>Soybeans/Oats, Tillage Radish & Rye</i>
“ “	<i>Section 2 Caledonia Township</i>		
<i>Joe Sullivan</i>	<i>Section 2 Caledonia Township</i>	<i>13.09 acres</i>	<i>Corn for grain/Winter Rye & Tillage Radish</i>
“ “	<i>Section 2 Caledonia Township</i>	<i>26.91 acres</i>	<i>Soybeans/Winter Rye & Tillage Radish</i>
<i>Edwin Boldt</i>	<i>Section 22 & 23 Houston E Twp.</i>	<i>14 acres</i>	<i>Corn for silage/Rye</i>
<i>Mike Ingvalson</i>	<i>Section 3 Caledonia Township</i>	<i>109 acres</i>	<i>Corn for silage/Oats</i>
<i>Steve Fruechte</i>	<i>Section 1 Black Hammer Twp.</i>	<i>40.4 acres</i>	<i>Corn for silage/Winter wheat & Winter Rye</i>
<i>Robert Ellenz</i>		<i>40 acres</i>	<i>/Annual ryegrass & Tillage Radish</i>

<i>Jeff Kruckow</i>	<i>Section 23 Sheldon Township</i>	<i>89 acres</i>	<i>Corn for silage/Oats</i>
<i>Schulte Farms</i>	<i>Sects. 9,4 & 5 Caledonia Twp.</i>	<i>95 acres</i>	<i>Corn for silage/Rye</i>
<i>Steve Klug</i>	<i>Section 1 Spring Grove Twp.</i>	<i>30 acres</i>	<i>Corn for silage/Rye</i>
<i>Gerald Skifton</i>	<i>Section 10 & 11 Houston Twp.</i>	<i>20 acres</i>	<i>Corn for silage/Rye</i>
<i>“ “</i>	<i>Section 10 & 11 Houston Twp.</i>	<i>20 acres</i>	<i>Soybeans/Rye (not planted yet)</i>
	<i>Total</i>	<i>537.4 acres @ \$15.00/acre = \$8,061.00</i>	
		<i>Less Grant Amount = \$7,000.00</i>	

2. Conservationist of the Year

- Award – *Approval to order*
- Local Presentation of Award - *Approval*

Date

Location

Time

Cost – past few yrs. District covers the meal of the recipient and their family. Supervisors, staff and significant other cover their own meal.

STATE COST-SHARE PROGRAM

2011 Cost Share Base Grant Final Financial Report - *Approval*

FEEDLOT

WATERSHED UPDATES

Bee/Duck Creek – *Update*

Crooked Creek - *Update*

MASWCD

- Fall Area 7 Supervisor and Employee Meeting held Monday, September 16th at Eagle Bluff Learning Center, Lanesboro, MN – *Update.*
- Calendar – *Cost approval*
- By-Laws of the SE MN MASWCD
- Resolution Packets – *Must be MASWCD office on November 1st via mail – Bring completed ballots to board mtg.*
- Annual Convention – December 1 – 3, 2013 Bloomington, MN
Costs for supervisor and staff – Approval
Costs for Conservationist of the Year – Approval
Business Meeting Packet

WATER PLAN

- Public Hearing – September 24th

STAFF REPORTS

Dave Walter, Technician

- WCA
Training update
Hokah violation site update

Janice Messner, Admin. Asst.

- Domestic Well Network program

COMMITTEE REPORTS

Financial Committee: Meyer & Lapham

Personnel Committee: Feldmeier & Stenhoff

RC & D: Stenhoff

Joint Powers Finance Committee: Feldmeier

ACCOUNTS PAYABLE: Chairman call for a motion to approve payables

Voucher #	Item	Amount
3121	Kwik Trip – Fuel – SWCD Trucks = \$300.14; SRF Truck = \$145.39	\$445.53
3122	Thomas Linn – Water Plan – Infant Well Test Reimbursement	\$32.00
3123	Loren Lapham – Area VII Fall Mtg. Registration Fee – 2 @ \$14/each = \$28.00; 3 rd Qtr. Mileage = \$36.16	\$64.16
3124	Doug Meyer – Area VII Fall Mtg. Registration Fee – 1 @ \$14.00; 3 rd Qtr. Mileage = \$110.74	\$124.74
3125	Terry Sagdalen Construction – Root River Streambank Revetment Project	\$240.00
3126	Dave Walter – WCA Reimbursement – Mileage 630 @ \$0.565 = \$355.95; WCA – Meals = \$30.80	\$386.75
3127	Ronald F. Carlsen – Office Rent October	\$858.79
3128	Quillins – 6 th Grade Environmental Day Water Plan = \$25.75; 6 th Grade Environmental Day District = \$25.74	\$51.49
3129	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners = \$90.00	\$90.00
3130	Ron Meiners – 6 th Grade Environmental Day	\$29.00
3132	Tony Becker – 3 rd Qtr. Mileage = \$45.20; Resolution Mtg. 6/20/13 Registration fee = \$20.00	\$65.20
3133	Matt Feldmeier – 3 rd Qtr. Mileage	\$137.30
3134	Roger Stenhoff – 3 rd Qtr. Mileage	\$174.94
3135	Storlie’s Portable Pit Stops, LLC – Root River Stream bank Revetment – Portable Toilet for October	\$90.84
3136	ECM Publishers, Inc. – Caledonia Argus – Water Plan Notice	\$117.00
3137	River Valley Newspapers – Houston County News – Water Plan Notice = \$62.50; Flood Notice = \$31.75	\$94.25
3138	SE SWCD Technical Support JPB – Technical Assistance – Alameida Project	\$5,739.46
3139	Postmaster – Nitrate Monitoring	\$67.80
3140	Petty Cash – Postage = \$21.10; Nitrate Monitoring Postage = \$0.15; State Cost Share Flood Postage = \$11.60; Water Plan Education Nitrate Testing Houston County Fair = \$3.09	\$35.94
3141	MasterCard – Office Supply (Ink)	\$204.91
3131	Camp Winnebago - 6 th Grade Environmental Day - Donation	\$100.00
	Total	\$9,183.70

Adjournment**NEXT MEETING---** Regular Meeting, November 13, 2013, 8:30 a.m. Ag Service Center



Root River Soil and Water Conservation District

Agenda

**November 13, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the October 9, 2013 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 2013 is placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

- MCIT Annual Report
- MCIT 2013 Annual Meeting – *Monday, December 9, 2013 at 4:00 p.m. Hyatt Regency Hotel, Minneapolis, MN*
- Correspondence

OLD BUSINESS

1. NFWF Grant – *Agreement Approval*
2. Fishers & Farmers Partnership Grant – *Status*
3. MN Corn Growers Grant
4. Conservationist of the Year Appreciation Dinner – *Wednesday, November 20, 2013 at 6:15 p.m, Good Times.*
5. NACD Dues – *previously this year it was decided to table the request*

NEW BUSINESS & ACTION ITEMS

1. Farm Bureau Membership Request
2. MACDE 2014 Membership – *MN Association of Conservation District Employees – Membership fee is \$20/employee covering January 1 – December 31, 2014 – Approval needed*
3. MACDE Raffle Tickets

STATE COST-SHARE PROGRAM

FEEDLOT

WATERSHED UPDATES

Bee/Duck Creek – Update

Crooked Creek - Update

MASWCD

- Annual Convention – December 1 – 3, 2013 Bloomington, MN

WATER PLAN

STAFF REPORTS

COMMITTEE REPORTS

Financial Committee: *Meyer & Lapham*

Personnel Committee: *Feldmeier & Stenhoff*

RC & D: *Stenhoff*

Joint Powers Finance Committee: *Feldmeier*

*****ACCOUNTS PAYABLE:***** Chairman call for a motion to approve payables

Voucher #	Item	Amount
3142	Ronald F. Carlsen – Office Rent November	\$858.79
3143	Bluff Country Newspaper Group – Spring Grove Herald – Water Plan Notice = \$87.00	\$87.00
3144	Dave Tessmer – Fall Cover Crop	
3145	MASWCD – Convention registration fees	
3146	Edwin Boldt – Fall Cover Crop – 14 acres @ \$15.00/acre	\$210.00
3147	Mike Ingvalson – Fall Cover Crop – 75 acres @ \$15.00/acre	\$1,125.00
3148	Schumacher’s Nursery & Berry Farm Inc. – Trees – Tree Order	\$1,741.50
3149	Robert Ellenz – Fall Cover Crop – 35.47 acres @ \$15.00/acre	\$532.05
3150	Jeff Kruckow – Fall Cover Crop – 75 acres @ \$15.00/acre	\$1,125.00
3151	Schulte Farms – Fall Cover Crop - 75 acres @ \$15.00/acre	\$1,125.00
3152	Steve Klug – Fall Cover Crop – 30 acres @ \$15.00/acre	\$450.00
3153	Gerald Skifton – Fall Cover Crop – 30 acres @ \$15.00/acre	\$450.00
3154	Peterson Company, Ltd. – Audit	\$2,500.00
3155	SE MASWCD – Calendars	\$200.00
3156	Dave Walter – Feedlot – Meal Reimbursement	\$9.50
3157	Rich Stemper – RR Streambank Revetment – Project Expense = \$14.92; Reimbursement – Media Day = \$18.75	\$33.67
3158	Houston County Treasurer – Maps – 6 @ \$3.00	\$18.00
3159	Chosen Valley Testing – Stagemeyer Site 2 – Soil Borings - #29FY09FR3	\$3,975.00
3161	Houston County Highway Department – Supplies for decal on truck	\$4.69
3162	MACDE – 2014 Employee Membership Fee – 4 @ \$20/employee	\$80.00
3163	Kwik Trip – Fuel – SWCD Trucks = \$365.64; SRF Truck = \$261.31	\$626.95
3164	Dave Lind Awards – Plaques – Conservationist of the Year & Biske Appreciation = \$69.47; Sally Kinneberg Award = \$39.54	\$109.01
3165	MN State Nursery Account – Trees – State Order	\$1,911.00
3166	Postmaster – Trees – 2 rolls @ \$46.00 each	\$92.00
	Total	\$

Adjournment

NEXT MEETING--- **Regular Meeting, December 11, 2013, 8:30 a.m.** Ag Service Center



Root River Soil and Water Conservation District

Agenda

**December 18, 2013, 8:30 a.m. Regular Meeting
Ag Service Center**

2013 Officers

Tony Becker	Chair	Finance Committee: Meyer & Lapham
Doug Meyer	Vice-Chair	Personnel Committee: Feldmeier & Stenhoff
Loren Lapham	Secretary	RC&D: Stenhoff
Roger Stenhoff	Treasurer	RC&D: Glenn Kinneberg (appointed Citizen at Large)
Matt Feldmeier	Reporter	State Revolving Fund [JPB – Finance Committee]: Feldmeier

8:30 A.M. Chair, Becker, call meeting to order.

Flag Pledge

Minutes: Chairman call for additions or corrections to the November 13, 2013 board meeting minutes and the December 11, 2013 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 – 4 th Qtr. – 2 mtgs. & 3 days convention @ \$75.00/each	\$ 375.00
Feldmeier, Matt – 4 th Qtr. – 4 mtgs. @ \$75.00/each	\$ 300.00
Lapham, Loren – 4 th Qtr. – 4 mtgs. & 2 days convention @ \$75.00/each	\$ 450.00
Meyer, Doug – 4 th Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Stenhoff, Roger – 4 th Qtr. – 3 mtgs. & 3 days convention @ \$75.00/each	\$ 450.00

Treasurer’s Monthly Report: Treasurer to recommend reports for November 2013 is placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Ron Meiners, District Manager Report

- MCIT Annual Reimbursement = \$3,371.00 refund, \$4,582 initial cost = \$1,211 actual cost
- MCIT Award
- Hokah Wellhead Protection Program
- Correspondence
- Landowner meeting with local agencies

OLD BUSINESS

1. 2013 Final Audit
2. MN Corn Growers Grant
3. Conservationist of the Year Appreciation Dinner – *Wednesday, November 20, 2013 at 6:15 p.m, Good Times.*

NEW BUSINESS & ACTION ITEMS

1. Four Seasons Community Center – *Request for tax-deductible donation*
2. Temporary position
3. 2014 Budget - *Approval*

STATE COST-SHARE PROGRAM

Craig Colbenson – *Project funds at 75% cost share*

State Cost-Share Flood Relief Amendment Request

Staggemeyer, Mike #29FY09FR3 proposed to amend contract completion date from 6/27/14 to 7/31/14.

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

Name	Project/Contract	Estimate	Actual	Partial Payment Request
Staggemeyer, Mike	29FY09FR3			\$ 7,250.49 x 100% = \$ 7,250.49

FEEDLOT

WATERSHED UPDATES

Bee/Duck Creek – Update

Crooked Creek – Update

MASWCD

- Annual Convention – December 1 – 3, 2013 Bloomington, MN
- MASWCD Year in Review

WATER PLAN

STAFF REPORTS

COMMITTEE REPORTS

Financial Committee: *Meyer & Lapham*

Personnel Committee: *Feldmeier & Stenhoff*

- District Manager Retirement Planning

RC & D: *Stenhoff*

Joint Powers Finance Committee: *Feldmeier*

*****ACCOUNTS PAYABLE:***** Chairman call for a motion to approve payables

Voucher #	Item	Amount
3168	Ronald F. Carlsen – Office Rent December	\$858.79
3169	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter = \$90.00; Policy # LU1039333 Rich Stemper = \$90.00	\$180.00
3170	Toby Burrichter – Push-Up Pond – 2013 - #1 – No pipe	\$600.00
3171	MasterCard – Banquet Meal Expense = \$28.19; Banquet Meals Expense = \$272.39; Banquet Meal Expense (will be reimbursed) = \$14.68; Office Supplies = \$357.54; General Supply – Camera = \$97.04; Lodging – Convention – 3 @ \$203.40 ea. = \$610.20	\$1,380.04
3172	Riehm Construction – Staggemeyer Site 1 Repair – Winnebago Watershed = \$1,866.00	\$1,866.00
3173	MN Department of Agriculture – 2014 Nursery Stock Certificate – Trees	\$175.00
3174	Ellingson Motors – Vehicle Maintenance Oil Change 2008 Chev.	\$35.37
3175	Mary Ann’s Floral – State Convention Auction Item = \$50.00; Sympathy Gift – Shorty Bauer Family = \$29.39	\$79.39
3176	Dave Tessmer – Fall Cover Crop – 6 acres @ \$15.00/acre	\$90.00
3177	Mike Staggemeyer – Site 2 #29FY09FR3 Partial Payment	\$7,250.49
3178	Houston County Farm Bureau – Plat Books – 4 @ \$31.00/each (Field Supply)	\$124.00

3179	Petty Cash	\$14.68
3180	Eugene Laschenski – State Convention Lodging	\$101.70
3181	Schumacher 's Nursery & Berry Farm, Inc. – Additional trees	\$96.00
3182	Kwik Trip – Fuel – SWCD Trucks = \$250.63; SRF Truck = \$59.58	\$310.21
3183	Becker, Tony – 4 th Qtr. – Mileage - 60 miles @ \$0.565	\$33.90
3184	Feldmeier, Matt – 4 th Qtr. – Mileage – 144 miles @ \$0.565	\$81.36
3185	Lapham, Loren – 4 th Qtr. – Mileage – 80 miles @ \$0.565	\$45.20
3186	Meyer, Doug – 4 th Qtr. – Mileage - 120 miles @ \$0.565	\$67.80
3187	Stenhoff, Roger – 4 th Qtr. – Mileage – 129.6 miles @ \$0.565	\$73.24
	Total	\$

Adjournment

NEXT MEETING--- **Regular Meeting, January 8, 2014, 8:30 a.m.** Ag Service Center