



Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

(507) 724-5261 ext. 3

<http://co.houston.mn.us/RRSWCD.aspx>

Agenda

**January 14, 2015, 1:00 p.m. Regular Meeting
Ag Service Center**

2014 Officers

Loren Lapham
Roger Stenhoff
Matt Feldmeier
Tony Becker
Doug Meyer

Chair
Vice-Chair
Secretary
Treasurer
Reporter

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

1:00 P.M. District Manager, Selness, call meeting to order.

Flag Pledge

Officers & Appointments

Election of Officers for 2015

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Committee Appointments for 2015

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. or 1:00 p.m. for winter months at the Ag Service Center in Caledonia, Minnesota.

Minutes: Chairman call for additions or corrections to the December 10, 2014 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 2014 should be placed on file for audit.

Approval needed on the following for 2015

1. Houston County Treasurer – depository for all district funds
2. Bank of the West – as the general checking account
3. 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

Anne Selness, District Manager Report

- Frac Sand - *Update*
- One Watershed, One Plan – *Update*

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. 2015 Mileage Reimbursement Rate \$0.575 – *Motion for approval*
2. Supervisor Per Diem – *Current rate is \$75/meeting – Discussion & motion for approval*
3. Corporate Resolution for VISA credit card update with new supervisors – *Motion for approval*
4. Yearly Dues – *Motion for approval*
 - JPB Annual Membership Fee - \$500.00 – *same as last year.*
 - Envirothon Dues - \$175.00 – *same as last year.*
 - MASWCD 2014 – 2015 Dues - \$2,291.70
5. Employee Wages
 - Cost of Living Increase
 - Step Increase

STATE COST SHARE PROGRAM

STAFF REPORTS

Dave Walter – Program Reports

- NFWF – *Update*
- Feedlot – *Update*

Rich Stemper - Program Reports

- WCA – *Update*
- MN Corn Growers – *Update*
- Envirothon - Janice

WATERSHED UPDATES

Crooked Creek - Rich Stemper

Bee/Duck Creek

Bear Creek

Winnebago

MASWCD

2015 MASWCD Legislative Briefing & Day at the Capitol – *January 26 - 27, 2015.*

WATER PLAN

COMMITTEE REPORTS

FINANCIAL COMMITTEE:

PERSONNEL COMMITTEE:

RC & D:

JOINT POWERS COMMITTEE:

Agenda – January 14, 2015

Accounts Payable: Chairman call for a motion to approve payables

Voucher #	Item	Amount
3333	Ryan Shirk - Push-Up Pond with no pipe	\$600.00
3355	MN Counties Intergovernmental Trust - Liability Ins. = \$3,481.00; Workers Compensation = \$2,155.00	\$5,636.00
3356	Ronald F. Carlsen – Office Rent January	\$858.79
3357	VISA – MN Corn Growers – Supplies \$256.80, \$90.90 = \$347.70; Computer = \$735.00; Office Supplies = \$242.58; Misc. Expense – Finance Charge = \$7.90	\$1,333.18
3358	MASWCD - MASWCD 2014 - 2015 Dues	\$2,291.70
3359	MN State Nursery Account - Additional State Trees	\$90.00
3360	Kwik Trip – Fuel – SWCD Trucks = \$90.20; SRF Truck = \$111.31	\$201.51
3361	Minnesota Revenue - 2014 Sales & Use Tax	\$740.00
3362	North Central Reforestation, Inc. - Additional trees	\$279.00
3363	SE SWCD Technical Support JPB - Annual Membership Fee	\$500.00
3364	Goodhue County SWCD - Envirothon Dues 2015	\$175.00
3365	SE MN Water Resources Board - 2015 SE MN Water Resources Bd. County Dues	\$4,500.00
3366	Steve Quinnell - Push-Up Pond with no pipe	\$600.00
3367	MASWCD – Legislative Briefing & Day at the Capitol = 2 @ \$75	\$150.00
3368	Bluff Country Newspaper Group - Legal Notice of Mtg Time Change	\$7.25
	Total	\$17,962.43

Adjournment

NEXT MEETING--- Regular Meeting, February 11, 2015, 1:00 p.m. Ag Service Center



Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

(507) 724-5261 ext. 3

<http://co.houston.mn.us/RRSWCD.aspx>

Agenda

**February 11, 2015, 1:00 p.m. Regular Meeting
Ag Service Center**

2015 Officers

Roger Stenhoff

Chair

Finance Committee: Feldmeier & Conniff

Matt Feldmeier

Vice-Chair

Personnel Committee: Lapham & Graf

Cecil Graf

Secretary

RC&D: Stenhoff

Duane Conniff

Treasurer

RC&D: Glenn Kinneberg (appointed Citizen at Large)

Loren Lapham

Reporter

State Revolving Fund [JPB – Finance Committee]: Conniff

1:00 P.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the January 14, 2015 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer to recommend report for January 2015 should be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Anne Selness, District Manager Report

- Buffer Program/Local Ordinances
- Frac Sand – *Update*
- 2015 MASWCD Legislative Briefing & Day at the Capitol – *Results/Update*
- One Watershed, One Plan – *Update & Policy Committee Mtg., March 2nd at 9:00 a.m.*
- AIS – *Update*
- Training Updates

OLD BUSINESS

1. January 14, 2015 board meeting minutes – *Note needs to be made that new business action conducted during close session at the January meeting was done in error and it be dually noted in the February minutes that notes are available of the business conducted during close session in the January 2015 meeting.*

NEW BUSINESS & ACTION ITEMS

1. Yearly Dues – *Motion for approval*
 - SE MASWCD Annual Dues - \$500.00
 - Hiawatha Valley RC & D Council Dues - \$300.00
2. Crooked Creek Watershed contract – *Motion for approval*
3. SWAG Grant – *Motion for approval*
4. CCM Applications – *Update*
5. Riceford Creek Archeology Survey – *Review proposal*

STATE COST SHARE PROGRAM

STAFF REPORTS

Dave Walter – Program Reports

- NFWF – *Update*
- Feedlot – *Update*

Rich Stemper - Program Reports

- WCA – *Update*
- MN Corn Growers – *Update*

Janice Messner – Program Report

- Tree Sales - *Update*

WATERSHED UPDATES

Crooked Creek - Rich Stemper

Bee/Duck Creek

Bear Creek

Winnebago

MASWCD

WATER PLAN

No meeting was held in February. Next meeting will be Thursday, March 5th.

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Conniff*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff* – RC & D Annual Meeting update

JOINT POWERS COMMITTEE: *Conniff* – JPB meeting update

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

Voucher #	Item	Amount
3369	SE MASWCD – SE MASWCD Annual Dues	\$500.00
3370	Ronald F. Carlsen – Office Rent – February	\$858.79
3371	Hiawatha Valley RC & D – Council Dues	\$300.00
3372	Janice Messner – Mileage = \$47.84; Meal = \$6.95 IWS1P Mtg.	\$54.79
3373	Glenn Kinneberg – Mileage – RC & D Mtg. 1/26/15	\$97.75
3374	Anne Selness – Mileage = \$48.30; Meals = \$18.00 Day @ Capitol	\$66.30
3375	Kwik Trip – Fuel – SWCD Trucks = \$99.83; SRF Truck = \$75.72	\$175.55
3376	Bluff Country Newspaper Group - Legal Notice of Mtg Time Change	\$7.25
3377	VISA – Lodging 1/26 Day @ Capitol = \$194.76 and \$146.57; Postage = \$49.00	\$390.33
	Total	\$2,450.76

Adjournment

NEXT MEETING--- Regular Meeting, March 11, 2015, 1:00 p.m. Ag Service Center

Agenda – February 11, 2015



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Agenda

**March 11, 2015, 1:00 p.m. Regular Meeting
Ag Service Center**

2015 Officers

Roger Stenhoff

Matt Feldmeier

Cecil Graf

Duane Conniff

Loren Lapham

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Feldmeier & Conniff

Personnel Committee: Lapham & Graf

RC&D: Stenhoff

RC&D: Glenn Kinneberg (appointed Citizen at Large)

State Revolving Fund [JPB – Finance Committee]: Conniff

1:00 P.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the February 11, 2015 board meeting minutes and the February 18, 2015 special board meeting minutes.

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

Treasurer's Monthly Report: Treasurer to recommend report for February 2015 should be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Anne Selness, District Manager Report

- One Watershed, One Plan – *Update*

OLD BUSINESS

1. Riceford Creek Archeology Survey for permit - *(MN Corn Growers project)*
2. Buffer Setback program and local ordinances – *Continued discussion*

NEW BUSINESS & ACTION ITEMS

1. 2014 Year End Financial Statements – *Review and approve*
2. Discussion of full time district manager position

STATE COST SHARE PROGRAM

STAFF REPORTS

Dave Walter – Program Reports

- NFWF – *Update*
- Feedlot – *Update*

Rich Stemper - Program Reports

- WCA – *Update*
- MN Corn Growers – *Update*

Janice Messner – Program Report

- Tree Sales – *Update*
- Envirothon - *Update*

WATERSHED UPDATES

Crooked Creek - Rich Stemper

Bee/Duck Creek

Bear Creek

Winnebago

MASWCD

WATER PLAN

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Conniff*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Conniff*

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

Voucher #	Item	Amount
3378	Ronald F. Carlsen – Office Rent – March	\$858.79
3379	Fillmore SWCD – Soil Health Tech Support	\$500.00
3380	Hartford Life & Annuity Insurance Co. – Life Ins. Policy Renewals	\$180.00
3381	North Central Reforestation, Inc. – Balsam Fir	\$60.50
3382	Blackburn Mfg. Co. – Flags (Field Supply)	\$149.22
3383	Kwik Trip – Fuel – SWCD Trucks = \$29.38; SRF Truck = \$89.36	\$118.74
	Total	\$1,867.25

Adjournment

NEXT MEETING--- Regular Meeting, April 8, 2015, 1:00 p.m. Ag Service Center



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Agenda

April 8, 2015, 1:00 p.m. Regular Meeting

Ag Service Center

2015 Officers

Roger Stenhoff

Matt Feldmeier

Cecil Graf

Duane Conniff

Loren Lapham

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Feldmeier & Conniff

Personnel Committee: Lapham & Graf

RC&D: Stenhoff

RC&D: Glenn Kinneberg (appointed Citizen at Large)

State Revolving Fund [JPB – Finance Committee]: Conniff

1:00 P.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the March 11, 2015 board meeting minutes and the March 30, 2015 special board meeting minutes..

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer to recommend the March 2015 report be placed on file.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- NFWF – *Update*
- Feedlot – *Update*
- SWAG – *Update*
- CCM Apprenticeship - *Update*

OLD BUSINESS

1. Buffer Setback program and local ordinances – *Continued discussion*

NEW BUSINESS & ACTION ITEMS

1. Corporate Resolution (Credit Card) – *Approval needed*
2. Board Meeting time – *Discussion*
3. MACDE Area 7 Dues – \$10 per employee - *Approval needed*
4. SWAG Equipment and Supply order – *Approval needed*

STATE COST SHARE PROGRAM

1. 2015 Conservation Delivery Grant – *Review Details Report and approve close out Financial Report*

STAFF REPORTS

Janice Messner – Program Report

- Tree Sales – *Update*
- Envirothon – *Update*
- MACDE Area Meeting - *Update*

Rich Stemper - Program Reports

- WCA – Update
- MN Corn Growers – Update

WATERSHED UPDATES

Crooked Creek - Rich Stemper

Bee/Duck Creek

Bear Creek

Winnebago

MASWCD

WATER PLAN

One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Conniff*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Conniff*

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

Voucher #	Item	Amount
3389	Ronald F. Carlsen – Office Rent – April	\$858.79
3390	Quill Corporation - Office Supplies	\$238.30
3391	Dave Walter - Meal = \$10.00; WCA Meal = \$12.70	\$22.70
3392	Schumacher's Nursery & Berry Farm Inc. - Special Order Trees	\$147.00
3393	Justin Hanson - MACDE 2015 Area Dues - 3 @ \$10/each	\$30.00
3394	ECM Publishers, Inc. - Tree Order ad	\$31.60
	VISA - Postage = \$49.00	\$49.00
	Petty Cash - Postage = \$4.50; Registration = \$30.00	\$34.50
	Kwik Trip – Fuel – SWCD Trucks = \$; SRF Truck = \$	\$
	Total	\$1,411.89

Adjournment

NEXT MEETING--- Regular Meeting, May 13, 2015, Ag Service Center



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Agenda

May 13, 2015, 9:00 a.m. Regular Meeting
Ag Service Center

2015 Officers

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

9:00 A.M. Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the April 8, 2015 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer to recommend the April 2015 report be placed on file.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- NFWF – *Update*
- SWAG – *Update*
- AIS - *Update*
- CCM Apprenticeship – *Update*
- BWSR Board Conservationist - *Update*
- Envirothon – *Update*

OLD BUSINESS

1. Vacation probation waved for Walter in acceptance of the district manager position effective March 31, 2015 – *Approval needed*

NEW BUSINESS & ACTION ITEMS

1. Managing the Human Resource Seminar – May 27-28, St. Cloud, MN. Cost \$100. Sponsored through MCIT.
Overview – *This popular two-day seminar explores topics related to the risks employees pose to a public employer and how to manage them. The sessions include in-depth discussion of hot-button topics and case law updates. This training is a must for anyone whose job requires making employment and personnel decisions in a public-sector environment, especially those new to this role.*
Session Titles – *Hiring; Do You Have A Policy On That?; What You Should Include In Your Personnel Policies; Employee Orientation; Laws Related To Data; Fair Labor Standards Act; Family & Medical Leave Act and Sick Leave; Americans With Disabilities Act; Veterans Preference Act in Discharge and Demotion, and USERRA; Equal Employment Opportunity/Human Rights Nondiscrimination; Employment Evaluations; Drafting A Performance Improvement Plan; Due Process; Disciplining For Incompetence; Disciplining For Misconduct; Discharge Of Employees.*

2. Area 7 Resolution Meeting - June 17th at Peoples Cooperative Power in Oronoco, MN
3. Resolutions – Opportunity to propose/present resolution suggestions (see attached information for formatting and have ready for board meeting to review and vote) – *Vote on any resolutions that you bring*
4. NACD (National Association of Conservation Districts) – 2015 Membership Payment – Levels
Conservation Leader – 1% of budget (not to exceed \$1,775)
Gold Level - \$775
Silver Level – Amount less than \$775
Silver Level – Installment
5. Topper for Chevy truck – *Discussion*
6. Shared position with Fillmore SWCD for WCA program – *Discussion*
7. Partnering with County Zoning Department to write plans to reclaim mines – *Discussion*
8. Wellhead Protection Plan for City of Houston Part II - *Discussion*

STATE COST SHARE PROGRAM

STAFF REPORTS

Janice Messner – Program Report

- Tree Sales – *Update*

Rich Stemper - Program Reports

- WCA – *Update*
- MN Corn Growers – *Update*
- Feedlot – *Update*

WATERSHED UPDATES

Crooked Creek - Rich Stemper

Bee/Duck Creek

Bear Creek – Inspection tour tentatively set for June 4, 2015.

- Lunch expense – *historically the SWCD pays half*

Winnebago

MASWCD

Groundwater Workshop – Sponsored by MASWCD and MN DNR – August 13, 2015 Cascade Meadow, Rochester, MN. *Workshop is designed for SWCDs, elected SWCD supervisors, local officials including county commissioners and watershed district board members to provide information on promoting the sustainable use and management of groundwater resources.*

WATER PLAN

- One Watershed, One Plan
- Pasture Walk – Thursday, May 21, 2015

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Conniff*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Conniff*

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

Voucher #	Item	Amount
3398	Ronald F. Carlsen – Office Rent – May	\$858.79
3399	Quill Corporation - Office Supplies = \$16.31; SWAG – Packing Tape = \$34.19	\$50.50
3400	VISA – Tree Postage = \$22.80; SWAG – Camera = \$146.37; Office Supplies = \$137.97; SWAG –Distilled Water = \$2.38; SWAG – Coolers = \$72.76; Fuel Card Holders = \$27.05; SWAG – Ice = \$3.98; 2008 Chevy – Thermostat = \$52.20; Office Supply – Paper = 20.98	\$486.49
3401	Kwik Trip – Fuel – SWCD Trucks = \$129.41; SRF Truck = \$91.01	\$220.42
3402	ECM Publishers, Inc. – Mtg. Time Notice	\$8.89
3403	Hach Company – SWAG Meter = \$2,097.96; Probes & Supplies = \$1,427.60; Conductivity Standards = \$99.80	\$3,625.36
3404	North Central Reforestation, Inc. = Tree shipping	\$70.08
3405	Rochelle Undeland – Infant Well Test Reimbursement	\$32.00
3406	Schumacher's Nursery & Berry Farm Inc. – Remaining balance	\$45.75
3407	Ben Meadows – SWAG – Field Supplies	\$1,059.13
3408	Blackburn Mfg. Co. – Field Supply – Flags	\$148.89
3409	Spring Grove Public Schools – Educational project	\$500.00
3410	Barbara Scottston – Tree refund	\$39.54
3411	Speedee Delivery – SWAG shipping	\$19.04
3412	River Valley or Chippewa Valley Newspapers – Public Notice – Mtg. Time Change	\$6.70
	Total	\$7,171.58

Adjournment

NEXT MEETING--- Regular Meeting, June 10, 2015, 9:00a.m. Ag Service Center



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Agricultural Service Center

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Agenda

**June 10, 2015, 9:00 a.m. Regular Meeting
Ag Service Center**

2015 Officers

Roger Stenhoff
Matt Feldmeier
Cecil Graf
Duane Conniff
Loren Lapham

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Finance Committee: Feldmeier & Conniff

Personnel Committee: Lapham & Graf

RC&D: Stenhoff

RC&D: Glenn Kinneberg (appointed Citizen at Large)

State Revolving Fund [JPB – Finance Committee]: Conniff

9:00 A.M. Chair call meeting to order.

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the May 13, 2015 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records and Supervisor Per Diem.

Treasurer's Monthly Report: Treasurer to recommend the May 2015 report be placed on file.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- NFWF – *Update*
- SWAG – *Update*
- AIS - *Update*
- CCM Apprenticeship – *Update*
- Fish & Wildlife – *Report*
- Caledonia High School/Golf Course

OLD BUSINESS

1. Resolutions for Area 7 Resolution Meeting June 17, 2015 – *Review and approval*
2015 Resolution Meeting, June 17, 2015 at People's Energy Cooperative, Oronoco, MN
2. Truck Topper

NEW BUSINESS & ACTION ITEMS

1. Conservationist of the Year - *District 1 area this year - Attachment with past recipients from District 1 and area covered*

STATE COST SHARE PROGRAM

1. FY15 Easement Delivery Grant Financial Report – *Review and approve*

STAFF REPORTS

Janice Messner – Program Report

Rich Stemper - Program Reports

- WCA – Update
- MN Corn Growers – Update
- Feedlot – Update

WATERSHED UPDATES

Crooked Creek - Rich Stemper

Bee/Duck Creek

Bear Creek

- Inspection tour June 4, 2015 - Results

Winnebago

MASWCD

Groundwater Workshop – Sponsored by MASWCD and MN DNR – August 13, 2015 Cascade Meadow, Rochester, MN. *Workshop is designed for SWCDs, elected SWCD supervisors, local officials including county commissioners and watershed district board members to provide information on promoting the sustainable use and management of groundwater resources.*
 NO COST FOR THIS EVENT.

WATER PLAN

- One Watershed, One Plan
- Pasture Walk – Thursday, May 21, 2015

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Conniff*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Conniff*

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

Voucher #	Item	Amount
3413	Ronald F. Carlsen – Office Rent – June	\$858.79
3414	Speedee Delivery - SWAG Shipping	\$19.04
3415	Bluff Country Newspaper Group - Mtg. Time Notice	\$11.25
3416	Kwik Trip – Fuel – SWCD Trucks = \$; SRF Truck = \$	
3417	VISA – SWAG – Batteries/Field Supply = \$6.95; SWAG – Ice = \$1.99	\$8.94
3418	Hartford Life & Annuity Ins. Co. - Life Insurance for Dave Walter = \$90.00; Life Insurance for Rich Stemper = \$90.00	\$180.00
3419	Jeff's Automotive Repair - Oil change & air filter - 2008 Ford	\$58.37
3420	Schumacher's Nursery & Berry Farm Inc. - Remaining balance	\$149.50
3421	Duane Conniff – Mileage – 2 nd Qtr.	\$58.65

Agenda – June 10, 2015

3422	Matt Feldmeier – Mileage – 2 nd Qtr.	\$141.45
3423	Cecil Graf – Mileage – 2 nd Qtr.	\$92.00
3424	Loren Lapham – Mileage – 2 nd Qtr.	\$97.72
3425	Roger Stenhoff – Mileage – 2 nd Qtr.	\$92.00
	Total	\$1,767.74

Adjournment

NEXT MEETING--- **Regular Meeting, July 8, 2015, 9:00 a.m.** Ag Service Center



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Root River SWCD Supervisors

**Special Board Meeting
Ag Service Center
Wednesday, June 24, 2015
9:00 AM**

Personnel
Part-time Employment Possibilities



Root River Soil and Water Conservation District

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Root River SWCD Supervisors

Special Board Meeting
Ag Service Center
Monday, June 29, 2015
9:00 AM

Review Job Announcement to be Posted



Root River Soil and Water Conservation District

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Agenda

**July 8, 2015, 9:00 a.m. Regular Meeting
Ag Service Center**

2015 Officers

Roger Stenhoff
Matt Feldmeier
Cecil Graf
Duane Conniff
Loren Lapham

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Finance Committee: Feldmeier & Conniff

Personnel Committee: Lapham & Graf

RC&D: Stenhoff

RC&D: Glenn Kinneberg (appointed Citizen at Large)

State Revolving Fund [JPB – Finance Committee]: Conniff

9:00 A.M.

Chair call meeting to order.

Flag Pledge

Introductions

Brenda Tonn, USDA NRCS Acting Assistant State Conservationist – Field Operations.

Minutes: Chair call for additions or corrections to the June 10, 2015 board meeting minutes, June 24th and June 29, 2015 special board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer to recommend the June 2015 report be placed on file.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- NFWF – *Update*
- CCM Apprenticeship – *Update*
- Commissioner's Tour
- US Fish & Wildlife Project

OLD BUSINESS

1. Conservationist of the Year - *District 1 area this year – Jerry Welke – Approval needed*
2. Hazard Mitigation meeting – *11 a.m. on Tuesday, June 23, 2015*

NEW BUSINESS & ACTION ITEMS

1. Proposed 2016 Budget – *Review & approve*
2. Conservation Technician position – *Discussion*
 - Interview and selection process

STATE COST SHARE PROGRAM

FY14 State Cost Share Base Grant – *Review & approve*

STAFF REPORTS

Janice Messner – Program Report

Dan Wermager – Program Reports

- SWAG – Update
- AIS – Update

Rich Stemper - Program Reports

- WCA – Update
- Feedlot – Update

Ron Meiners – Program Reports

- MN Corn Growers - Update

WATERSHED UPDATES

Crooked Creek - Rich Stemper

- Inspection Tour, June 12, 2015

Bee/Duck Creek

Bear Creek

Winnebago

MASWCD

Groundwater Workshop – Sponsored by MASWCD and MN DNR – August 13, 2015 Cascade Meadow, Rochester, MN. *Workshop is designed for SWCDs, elected SWCD supervisors, local officials including county commissioners and watershed district board members to provide information on promoting the sustainable use and management of groundwater resources.*
NO COST FOR THIS EVENT.

SWCD Governance 101 training course – Sponsored by MASWCD – September 16 – 17, 2015 Holiday Inn, St. Cloud, MN. *Course provides quality training for SWCD board members and staff to further develop skills to maintain and improve the governance of local conservation districts.* Registration cost - \$145.00; Lodging - \$84.95 plus tax.

Training highlights:

SWCD operations 101

Importance of Leadership and Priority Setting for your SWCD

Board-Staff Relationship

SWCD Finance Basics

Dealing with Dilemmas: Ethics in Everyday Life

Discussion of the MN Government Data Practices Act and Open Meeting law

Performance management

Minnesota's Waters: Statue & Challenges

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Conniff*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Conniff*

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

Voucher #	Item	Amount
3427	Ronald F. Carlsen – Office Rent – July	\$858.79
3428	SpeeDee Delivery - SWAG Shipping = \$17.85 – 6/18/15; \$10.96 – 6/5/15	\$28.81
3429	VISA – Topper for 2008 Chevy; SWAG – Ice = \$5.97; SWAG – Distilled Water = \$2.38	\$931.48
3430	Kwik Trip – Fuel – SWCD Trucks = \$344.59; SRF Trucks = \$154.09	\$498.68
3431	Wildlife Forever – AIS Billboard	\$3,200.00
3432	Fillmore SWCD – SWAG – Wage & Benefit = \$1,691.24; Travel/Mileage = \$317.57; Lab = \$180.00	\$2,188.81
3433	James Gray – Hayable Buffer Program Yearly Payment	\$3,500.00
3434	Gerald Hallum – Hayable Buffer Program Yearly Payment	\$5,350.00
3435	Grace Nelson – Hayable Buffer Program Yearly Payment	\$150.00
3436	Dave Walter – 1WS, 1P Meeting – Meal	\$8.54
3437	Hach Company – SWAG – Solutions	\$86.92
	Total	\$16,802.83

Adjournment

NEXT MEETING--- Regular Meeting, August 12, 2015, 9:00 a.m. Ag Service Center



Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

(507) 724-5261 ext. 3

<http://co.houston.mn.us/RRSWCD/RRSWCD.aspx>

Agenda

**August 12, 2015, 9:00 a.m. Regular Meeting
Ag Service Center**

2015 Officers

Roger Stenhoff

Chair

Finance Committee: Feldmeier

Matt Feldmeier

Vice-Chair

Personnel Committee: Lapham & Graf

Cecil Graf

Secretary

RC&D: Stenhoff

Vacant

Treasurer

RC&D: Glenn Kinneberg (appointed Citizen at Large)

Loren Lapham

Reporter

State Revolving Fund [JPB – Finance Committee]: Vacant

9:00 A.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the July 8, 2015 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records and Per Diem.

Treasurer's Monthly Report: Recommendation to place the July 2015 report on file.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Commissioner's Tour – *September 1, 2015 following Commissioner's Meeting*
- Conservationist of the Year Recognition Night – *5:00 p.m. Thursday, September 17, 2015 at Twin Creek Golf Course, Hokah, MN. Potluck Style – bring a dish to pass and meat to grill.*
- Wellhead Protection Plan for the City of Spring Grove – Public Information Meeting was held Tuesday, July 21st at 6:30 p.m.

Program Reports

- NFWF – *Update*
- CCM Apprenticeship – *Update*
 - *Farewell Luncheon, Friday, August 14th*
- WCA – *Update*
- Feedlot – *Update*
- SWAG – *Update*
- AIS – *Update*
- MN Corn Growers - *Update*

WATERSHED UPDATES

Crooked Creek

- Inspection Tour Report

Bee/Duck Creek

Bear Creek

Winnebago

OLD BUSINESS

1. Conservation Technician Position - *Approval*

NEW BUSINESS & ACTION ITEMS

1. Nominations for Treasurer
2. Appoint JPB Representative
3. Credit Card Resolution – *Approval*
4. MCIT Dividend Notice – *Reimbursement totaling \$1,688*
 - *Workers' Compensation - \$833*
 - *Property/Casualty - \$855*
5. 2016 SWCD Programs and Operations Grant – *Approval*
 - *Conservation Delivery – \$22,505*
 - *Easement Delivery – \$3,038*
 - *State Cost-Share - \$ 20,901*
6. State Nursery Tree Order – *Approval*
7. Uniforms
8. Back-up Equipment for Computers
9. Board Meeting Date for September

STATE COST SHARE PROGRAM

MASWCD

WATER PLAN

- One Watershed, One Plan
- Pasture Walk - *held August 5, 2015*

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE:

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

Voucher #	Item	Amount
3438	Ronald F. Carlsen – Office Rent – August	\$858.79
3439	Kwik Trip – Fuel – SWCD Trucks = \$326.53; SRF Trucks = \$62.35	\$388.88
3440	VISA - Postage= \$49.00; SWAG - Ice - 2 @ \$1.99/ea = \$1.99; MN Corn Growers - Materials = \$287.50 & \$23.90 & \$463.75; Office Supplies - Ink = \$238.31; Ellingson Motors = \$39.94	\$1,106.38
3441	Speedee Delivery - SWAG Shipping - 6/29/15 = \$17.85; SWAG Shipping - 7/15/15 = \$17.85	\$ 35.70
3442	Hach Company - SWAG - Solutions	\$ 1.22
3443	MN Counties Intergovernmental Trust - 2014 Worker's Comp.	\$ 584.00
3444	Duane Conniff - Mileage - 3rd Qtr. 2015	\$ 23.46
3445	Joyce Mullen - Push- Up Pond with pipe	\$ 1,000.00
3446	Logan Meyer - Push-Up Pond with pipe	\$ 1,000.00
3447	MN Dept. of Health - SWAG - Lab Fees	\$ 1,785.00
3448	Danielle Langen - Infant Well Test Reimbursement	\$ 32.00
3449	Lind Awards & Engraving – Conservationist of Year Plaque	\$ 37.58
3450	ECM Publishers, Inc. - Job Posting	\$ 53.40
3451	Winona State University - MN Corn Growers	\$ 3,036.27
3452	Bluff Country Newspaper Group – Job Posting	\$27.00
3453	MN State Nursery Account – State Tree Order	\$2,141.06
3454	Petty Cash – SWAG Delivery Fee = \$5.00; Misc. Expense = \$40.00	\$45.00
	Janice Messner – Misc. Expense	\$40.00
	.	
	Total	\$ 12,195.74

Adjournment

NEXT MEETING--- Regular Meeting, September 9, 2015, 9:00 a.m. Ag Service Center



Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

(507) 724-5261 ext. 3

<http://co.houston.mn.us/RRSWCD/RRSWCD.aspx>

Agenda

September 1, 2015, 8:30 a.m. Regular Meeting
Ag Service Center

2015 Officers

Roger Stenhoff

Matt Feldmeier

Cecil Graf

Vacant

Loren Lapham

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Feldmeier

Personnel Committee: Lapham & Graf

RC&D: Stenhoff

RC&D: Glenn Kinneberg (appointed Citizen at Large)

State Revolving Fund [JPB – Finance Committee]: Feldmeier

9:00 A.M.

Chair call meeting to order.

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the August 12, 2015 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: No report.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Conservation Technician position.
- Board Supervisor position.
- Buffer Law Meeting held August 19th at Good Times, Caledonia, MN.
- Budget Proposal Meeting.
- County Auction.
- Conservationist of the Year Recognition Night – 5:00 p.m. Thursday, September 17, 2015 at Twin Creek Golf Course, Hokah, MN. Potluck Style – bring a dish to pass and meat to grill.

Program Reports

- NFWF – Update
- WCA – Update
- Feedlot – Update
- SWAG – Update
- AIS – Update
- MN Corn Growers - Update

WATERSHED UPDATES

Crooked Creek

- August 14th meeting update

Bee/Duck Creek

- Watershed Management Authority Meeting held August 20, 2015.

Bear Creek

Winnebago

OLD BUSINESS

- 1.

NEW BUSINESS & ACTION ITEMS

1. Credit Card Resolution – *Approval*
2. Appoint a second supervisor to the Finance Committee

STATE COST SHARE PROGRAM

1. FY16 State Cost Share Technical Assistance Option – *Approval needed*

MASWCD

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3455	Ronald F. Carlsen – Office Rent – September	\$858.79
3456	MN Dept. of Health – SWAG – Lab fees	\$2,137.00
3457	VISA – Computer Back-up equipment = \$213.73; SWAG – Ice = \$3.98; Finance Charge = \$4.75; Postage = \$31.85; Nitrate Monitoring Postage = \$17.15	\$271.46
3458	SpeeDee Delivery - SWAG Shipping	\$ 35.70
3459	Hartford Life & Annuity Insurance Co. – Life Insurance – Dave Walter	\$90.00
3460	Merle Becker – Push-Up Pond with no pipe	\$600.00
3461	Twin Creeks Golf Driving Range – Banquet Rent	\$30.00
3462	Kwik Trip – Fuel – SWCD Trucks = \$; SRF Trucks = \$	\$
	Total	\$ 4,022.95

Adjournment

NEXT MEETING--- Regular Meeting, October 14, 2015, 9:00 a.m. Ag Service Center

Agenda – September 1, 2015



Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

(507) 724-5261 ext. 3

<http://co.houston.mn.us/RRSWCD/RRSWCD.aspx>

Agenda

October 7, 2015, 9:00 a.m. Regular Meeting

Ag Service Center

2015 Officers

Roger Stenhoff

Matt Feldmeier

Cecil Graf

Loren Lapham

Vacant

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Feldmeier & Lapham

Personnel Committee: Lapham & Graf

RC&D: Stenhoff

RC&D: Glenn Kinneberg (appointed Citizen at Large)

State Revolving Fund [JPB – Finance Committee]: Feldmeier

9:00 A.M. Chair call meeting to order.

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the September 1, 2015 board meeting minutes.

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

Treasurer's Monthly Report: Treasurer request that the August and September Reports be place on file for audit.

Correspondence

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Board Supervisor position
- Buffer Law Meeting held September 22, 2015 at Four Season's Community Center
- WRAPS Meeting
- 6th Grade Environmental Day held September 29th
- Conservation Edition – Caledonia Argus

Program Reports

- NFWF – *Update*
Interim Progress Report
Annual Financial Report
- SWAG – *Update*
- AIS – *Update*
- MN Corn Growers – *Update*
- WCA – *Update*
- Feedlot – *Update*

WATERSHED UPDATES

Crooked Creek

- September 18th meeting update

Bee/Duck Creek

- Watershed Management Authority Meeting held August 20, 2015 – *Stenhoff*

Bear Creek

Winnebago

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. Conservationist of the Year – Gift of enlarged aerial photo of farm framed – *Approval needed*
2. FY16 Clean Water Fund SWCD Buffer Implementation & MAWQCP Implementation Requests – *Approval needed*

STATE COST SHARE PROGRAM

1. FY14 Feedlot Water Quality Cost Share Corrective Action Plan – *Review and Approval needed*
2. Implementing Contracts with Land Occupiers – *Review Policy*
3. Letter to Landowner for FY14 BWSR Feedlot Water Quality State Cost Share Grant – *Review letter*
4. FY14 Feedlot Water Quality Cost Share Request – *Approval Needed*

State Cost-Share Application:

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Gerard, Mark	1	\$333,886.00	\$ 25,600.00 or 75% of total eligible cost, whichever is less.	Waste Storage Facility (313)	May 10, 2015 – December 18, 2015

5. FY14 Feedlot Water Quality Cost Share Payment Request – *Approval Needed*

State Cost-Share Payment Request and transfer of funds:

Name	Contract	Estimate	Actual	Payment Request
Gerard, Mark	1	\$333,886.00	\$ 305,249.74	Total Cost - \$305,249.74 x 75% Equals Eligible amount = \$228,937.31 Less EQIP = \$195,875.64 Less 319 funding = <u>\$1,612.00</u> Equals Maximum payment amount = \$31,449.67 Amount Paying with Cost Share = \$25,600.00

MASWCD

Annual Convention – December 6th – 8th Bloomington – Minneapolis South

1. Registration fee for staff, board supervisors and Conservationist of the Year recipients – *Approval needed*
Complete Convention Registration = \$220.00
One Day Only Registration = \$145.00

Meals

Monday Awards Luncheon = \$27.00each

Monday Dinner = \$32.00each

Tuesday Outstanding Conservationist Luncheon = \$27.00 each

Agenda – October 7, 2015

2. Hotel accommodations for staff, board supervisors and Conservationist of the Year recipients – *Approval needed*
Block rate on first come, first serve bases reservations are already being taken - \$89/night – 1 King Bed or 2 Double Beds
3. Mileage reimbursement - *Approval needed*

2015 Resolution Packet – *Review resolutions, collect ballots and obtain supervisors signatures*

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Lapham*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3463	Ronald F. Carlsen – Office Rent – October	\$ 858.79
3464	VISA - MN Corn Growers Luncheon = \$111.20; SWAG - Ice = \$1.99 ; Commissioners Tour = \$86.57; Office Supply - Ink Cartridge = \$91.14; NRBG Feedlot - Rubber Stamp = \$48.90; Banquet Expense = \$25.37; Annual Fee = \$25.00; 6th Grade Environmental Day - Water Plan = \$33.44; 6th Grade Environmental Day = \$33.44; Postage = \$22.00	\$ 479.05
3465	Johnny Micheel - Push-Up Pond with pipe	\$ 1,000.00
3466	Tim Nelson - MN Corn Growers - Cedar Tree Transport	\$ 1,000.00
3467	Speedee Delivery - SWAG Shipping - 9/3/15 = \$16.26; SWAG Shipping - 9/17/15 = \$17.85	\$ 34.11
3468	Petty Cash - Employees Finger printing 2 @ \$5 = \$10.00; Employee Mtg. = \$30.00; Ice - MN Corn Growers = \$6.39; Ice - 6th Grade Environmental Day - Water Plan - \$1.00; Ice - 6th Grade Environmental Day = \$0.99	\$ 43.38
3469	Matt Feldmeier - Mileage - 3rd Qtr. 2015	\$ 103.50
3470	Cecil Graf - Mileage - 3rd Qtr. 2015	\$ 115.00
3471	Loren Lapham - Mileage - 3rd Qtr. 2015	\$ 112.70
3472	Roger Stenhoff - Mileage - 3rd Qtr. 2015	\$ 55.20
3473	MN Dept. of Health - SWAG Lab	\$ 3,666.00
3474	Kwik Trip – Fuel – SWCD Trucks = \$327.28; SRF Trucks = \$44.55	\$ 371.83
3475	Mark Gerard – Feedlot Cost Share	\$25,600.00
3476	JPB – Technical/Engineering – Gerard, Mark - Feedlot	\$6,400.00
	Bob Scanlan - NRBG Meal = \$7.73; 6 th Grade Environmental Day Expenses = \$19.68; 6 th Grade Environmental Day Expenses – Water Plan = \$19.68	\$47.09
	Total	\$ 39,886.65

Adjournment

NEXT MEETING--- Regular Meeting, November 18, 2015, 1:00 p.m. Ag Service Center



Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

(507) 724-5261 ext. 3

<http://co.houston.mn.us/RRSWCD/RRSWCD.aspx>

Agenda

**November 18, 2015, 1:00 p.m. Regular Meeting
Ag Service Center**

2015 Officers

Roger Stenhoff
Matt Feldmeier
Cecil Graf
Loren Lapham
Vacant

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Finance Committee: Feldmeier & Lapham

Personnel Committee: Lapham & Graf

RC&D: Stenhoff

RC&D: Glenn Kinneberg (appointed Citizen at Large)

State Revolving Fund [JPB – Finance Committee]: Feldmeier

1:00 P.M. Chair call meeting to order.

Flag Pledge

Introductions

Appointment of Vacant Board Supervisor Position: Jerry Welke – *Approval needed*

Minutes: Chair call for additions or corrections to the October 7, 2015 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer requests that the October Report be place on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

Program Reports

- NFWF – *Update*
- SWAG – *Update*
- AIS – *Update*
- MN Corn Growers – *Update*
- WCA – *Update*

WATERSHED UPDATES

Crooked Creek

- October 16th meeting update

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. Schumacher & Alpha Nurseries Tree Order – *Approval needed*
2. 2016 Tree Order Prices – *Approval needed*
3. 2016 Employee Health Insurance and FSA/HSA – *Approval needed*
4. Crooked Creek Watershed Agreement – *Approval needed*
5. Camp Winnebago Donation
6. Work Plan for BWSR Stable Funding (\$100,000) - *Discussion*

STATE COST SHARE PROGRAM

1. FY14 BWSR Feedlot Water Quality State Cost Share Grant Financial Report/Close Out – *Approval Needed*

MASWCD

1. Nitrogen Fertilizer Education and Promotion Team
MASWCD is looking for a SWCD representative that would serve on this team. This is a new advisory workgroup that will be meeting in December and have approximately 2- 3 meetings the first year. The purpose of the team is to coordinate prevention activities between government, the University of Minnesota, the agriculture industry, agricultural organizations and others. The Nitrogen Fertilizer Education and Promotion Team (NFEPT) will help the Minnesota Department of Agriculture (MDA) with the coordination of prevention programs and activities. The NFEPT members provide recommendations to the MDA.
2. Annual Convention – December 6th – 8th Bloomington – Minneapolis South
 - A. Registration fee for staff, board supervisors and Conservationist of the Year recipients
Complete Convention Registration = \$220.00
One Day Only Registration = \$145.00

Meals
Monday Awards Luncheon = \$27.00each
Monday Dinner = \$32.00each
Tuesday Outstanding Conservationist Luncheon = \$27.00 each

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Lapham*

PERSONNEL COMMITTEE: *Lapham & Graf*

1. Additional Employment Request – *Discussion*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3477	Ronald F. Carlsen – Office Rent – November	\$ 858.79
3478	VISA - SWAG - Mailer & Postage = \$4.13 ; Trees - Postage = \$68.60; AIS - Uniforms = \$401.51; WCA - Meal = \$7.90; Finance Charge = \$2.05	\$ 484.19
3479	Kwik Trip – Fuel – SWCD Trucks = \$259.74	\$259.74
3480	Quill Corporation - Office Supplies = \$386.07; NRBG Feedlot - Envelopes = \$15.58	\$401.65
3481	Fillmore SWCD - SWAG -Salaries = \$2,575.52, SWAG Mileage = \$746.35, SWAG Lab = \$1,680.00	\$5,001.87
3482	MN Department of Health - SWAG Lab Fees	\$3,630.00
3483	The Houston Banner - Bd. Mtg. Notification	\$5.94
3484	Schumacher's Nursery & Berry Farm Inc. - Tree Order	\$1,604.50
3485	Alpha Nurseries, Inc. - Tree Order	\$80.07
3486	Caledonia True Value - Crooked Creek Watershed	\$5.95
3487	MN Dept. of Agriculture - License Renewal	\$175.00
3488	Peterson Company, Ltd. - Audit 2014	\$2,550.00
3489	Dan Vesterse - Infant Well Testing	\$32.00
3490	MASWCD – Convention	
	Bob Scanlan - NRBG meal = \$8.17; NRBG lodging = \$275.92	\$284.09
	Total	\$

Adjournment

NEXT MEETING--- Regular Meeting, December 9, 2015, 1:00 p.m. Ag Service Center



Root River Soil and Water Conservation District

Agricultural Service Center
805 N. Hwy. 44/76, Suite 1
Caledonia, MN 55921
(507) 724-5261 ext. 3
<http://co.houston.mn.us/RRSWCD/RRSWCD.aspx>

Agenda

December 9, 2015, 1:00 p.m. Regular Meeting
Ag Service Center

2015 Officers

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

1:00 P.M. Chair call meeting to order.

Flag Pledge

Swearing in of Board Member

Minutes: Chair call for additions or corrections to the November 18, 2015 board meeting minutes.

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

Supervisor Per Diem

Feldmeier, Matt – 4 th Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Graf, Cecil – 4 th Qtr. – 2 mtgs. @ \$75.00/each	\$ 150.00
Lapham, Loren – 4 th Qtr. – 4 mtgs. & 3 days convention @ \$75.00/each	\$ 525.00
Stenhoff, Roger – 4 th Qtr. – 4 mtgs. @ \$75.00/each	\$ 300.00
Welke, Jerry – 4 th Qtr. – 2 mtgs. @ \$75.00/each	\$ 150.00

Treasurer’s Monthly Report: Treasurer requests that the November Report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Annual Convention - *Update*
- Quail Forever no-till drill – *Update*
- Driftless Area Symposium – *February 2nd & 3rd, 2016 Radisson Hotel, La Crosse, WI*
Driftless Riparian Corridors (research, monitoring, lessons learn, riparian management, stream habitat and more
Soil and Water: Quality Matters
- Campaign Finance & Public Disclosure – Statement of Economic Interest

Program Reports

- WCA – *Update*

WATERSHED UPDATES

Crooked Creek

- Dam Assessments - *Update*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. MACDE 2015 Membership - \$20/employee – *Approval needed*
2. Cost of Living - *Discussion*

STATE COST SHARE PROGRAM

MASWCD

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Welke*

PERSONNEL COMMITTEE: *Lapham & Graf*

- Staff evaluations

RC & D: *Stenhoff*

- November 23rd meeting – *Update*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3495	Ronald F. Carlsen – Office Rent – December	\$ 858.79
3496	VISA - Oil Change - 2008 Chevy = \$42.37; Postage - Water Plan = \$49.00; Lodging = \$508.55; Meals = \$108.35	\$ 708.27
3497	Kwik Trip – Fuel – SWCD Trucks = \$155.63	\$ 155.63
3498	MACDE 2016 Membership Fee - @ \$20/each	\$ 60.00
3499	Schumacher's Nursery & Berry Farm Inc. - Tree Order	\$ 52.00
3500	Quill Corporation – Office Supplies = \$74.79; NRBG Office Supplies = \$16.19	\$ 90.98
3501	Matt Feldmeier - 4th Qtr. Mileage	\$ 62.10
3502	Graf, Cecil - 4th Qtr. Mileage	\$ 46.00
3503	Lapham, Loren - 4th Qtr. Mileage	\$ 85.10
3504	Stenhoff, Roger - 4th Qtr. Mileage	\$ 141.45
3505	Welke, Jerry - 4th Qtr. Mileage	\$ 34.50
3506	MN Department of Health - SWAG Lab Fees	\$1,068.00
3507	Dave Walter – Banquet	\$ 50.00
	Total	\$ 3,412.82

Adjournment

NEXT MEETING--- Regular Meeting, January 13, 2016, 1:00 p.m. Ag Service Center
Agenda – December 9, 2015