



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

January 11, 2017, 1:00 p.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier

Cecil Graf

Jerry Welke

Loren Lapham

Roger Stenhoff

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Feldmeier & Welke

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. 2016 Chair call meeting to order.

Flag Pledge

Officers & Appointments

Election of Officers for 2017

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Committee Appointments for 2017

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 9:00 a.m. May – October and 1:00 p.m. November – April at the Ag Service Center in Caledonia, Minnesota.

Minutes: Chair call for additions or corrections to the December 14, 2016 board meeting minutes.

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

Treasurer's Monthly Report: Treasurer request that the December 2016 Report be placed on file for audit.

- Approval needed on the following for 2017
 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

Dave Walter, District Manager Report

PROGRAM & STAFF REPORTS

- **WCA, Wetland Conservation Act, FY17 (Dave) – Update**
 - Funds available as of December 27th = \$19,961.14
- **AIS, Aquatic Invasive Species, 2017 (Dave) – Update**
 - Funds available as of December 27th = \$31,775.99
- **Local Capacity FY16 (Dave) – Update**
 - Funds available as of December 27th = \$65,640.62
- **Easement Delivery FY17 (Dave) – Update**
 - Funds available as of December 27th = \$2,580.29
- **Bridge Creek (Dave) – Update**
 - 2016 Funds available as of December 27th = \$3,604.39
 - 2017 Funds available as of December 27th = \$22,500.00
- **Conservation Delivery FY17 (Dave/Janice) – Update**
 - Funds available as of December 27th = \$1,031.85
- **State Cost Share FY16 (Dan) – Update**
 - Funds available as of December 27th Technical/Engineering = \$12,882.49
 - Funds available as of December 27th Administrative = \$3,707.65
- **Buffer Implementation FY17 (Jean) – Update**
 - Funds available as of December 27th = \$20,000.00
- **MN Land Trust (Jean) – Update**
 - Funds available as of December 27th = \$3,929.08
- **Nitrate Monitoring (Janice) – Update**
 - Funds available as of December 27th = \$1,467.42
- **Trees (Janice) – Update**
- **Feedlot FY17 (Bob) – Update**
 - Funds available as of December 27th = \$50,000.00
- **MN Corn Growers 2017 (Bob) – Update**
 - Funds available as of December 27th = \$9,000.00

WATERSHED UPDATES

Crooked Creek – Bob

Bee/Duck Creek

Bear Creek

Winnebago

Agenda – January 11, 2017

OLD BUSINESS

- 1. Glenn Buxengaard Project

NEW BUSINESS & ACTION ITEMS

- 1. 2017 IRS Mileage Reimbursement Rate \$0.535 per mile – *Motion for approval*
- 2. Supervisor Per Diem – *Current rate is \$75/meeting – Discussion & motion for approval*
- 3. Cost of Living Adjustment – 3% County Increase – *Discussion*
- 4. Corporate Resolution for VISA credit card update with new supervisor – *Motion for approval*
- 5. Yearly Dues – *Motion for approval*
 - MASWCD 2016 – 2017 Dues - \$2,911.78 – *decrease of \$139.08*
 - Hiawatha Valley RC & D Council – 2017 Dues - \$300.00
 - National Association of Conservation Districts – 2017 Membership Levels
 - Platinum = \$3,001 +
 - Diamond = \$1,776 - \$3,000
 - Gold = \$775 - \$1,775
 - Silver = \$501 - \$774
 - Bronze = \$101 - \$500
 - Contributor = \$1 - \$100
- 6. SE MN Water Resource Board County Dues – 2017 Dues - \$5,000 (increase of \$500) – *Discussion*
- 7. FY17 Local Capacity Grant – *Approval needed*
 - Work Plan Signature Authorization – *Approval needed*

STATE COST SHARE PROGRAM

LOCAL CAPACITY STATE COST SHARE PROGRAM

Local Capacity State Cost Share Payment Request:

Name	Project/Contract #	Estimate	Actual	Request
Hagen, Paul	Terrace - #04FY16LC	\$11,100.00	\$12,048.19	\$11,100.00 x 75% = \$8,325.00 Slippage = \$11,006.25

BRIDGE CREEK COST SHARE PROGRAM

Expiration of contracts - Cynthie Christiansen #07BC - #11BC – Grade Stabilization Structures

Cancellation of contract – #05BC - Cover Crop – Josh Dahl

Bridge Creek Cost Share Payment Request:

Name	Project/Contract #	Estimate	Actual	Request
Dahl, Josh	Waste Facility Cover - #03BC	\$30,000.00	\$30,370.07	\$30,370.07 x 90% = \$27,333.06 Amount Due = \$27,000.00

MASWCD

2017 MASWCD Legislative Briefing and Day at the Capitol will be held **March 20-21 at the Embassy Suites in downtown St. Paul.** March 20 will include an afternoon or evening briefing at the hotel (time hasn't been finalized), and March 21 will be open for you to schedule meetings with your legislators.

Agenda – January 11, 2017

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE:

PERSONNEL COMMITTEE:

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3651	MCIT – Liability Insurance = \$2,940.00; Workers Compensation = \$3,438.00	\$ 6,378.00
3652	Ronald F. Carlsen – Office Rent – January	\$ 858.79
3653	Kwik Trip – Fuel – SWCD Trucks = \$263.87	\$ 263.87
3654	MASWCD – 2016 - 2017 Dues	\$ 2,911.78
3655	Schumacher’s Nursery & Berry Farm Inc. – Special Order Trees	\$ 62.25
3656	Minnesota Revenue – 2016 Sales & Use Tax	\$ 570.00
3657	Hiawatha Valley Resource Conservation & Development Council – 2017 Dues	\$ 300.00
3658	Josh Dahl – Bridge Creek Contract #03BC – Waste Storage Facility	\$27,000.00
3659	Paul Hagen – Local Capacity Contract #04FY16LC - Terrace	\$ 8,325.00
	Total	\$40,291.69

Adjournment

NEXT MEETING--- Regular Meeting, February __, 2017, 1:00 p.m. Ag Service Center



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Agricultural Service Center

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Agenda

**February 9, 2017, 1:00 p.m. Regular Meeting
Ag Service Center**

2017 Officers

Matt Feldmeier

Chair

Jerry Welke

Vice-Chair

Glenn Kruse

Secretary

Cecil Graf

Treasurer

Roger Stenhoff

Reporter

Finance Committee: Graf & Kruse

Personnel Committee: Welke & Stenhoff

RC&D: Stenhoff

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

State Revolving Fund [JPB – Finance Committee]: Welke

1:00 P.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the January 11, 2017 board meeting minutes.

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

Treasurer's Monthly Report: Treasurer requests the revised December 2016 and the January 2017 reports be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

Program Reports

- WCA – *Update*
- MN Land Trust - *Update*

WATERSHED UPDATES

Crooked Creek - Bob

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot - *Update*

STAFF REPORTS

Dan Wermager – Program Report

Jean Meiners – Program Report

- Buffer Implementation – *Update*

Janice Messner – Program Report

- Trees

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. Master Joint Powers Agreement (Easement Program) – *Approval needed*
2. SE MASWCD – 2017 Annual Dues - \$500 – *Approval needed*
3. 2017 Envirothon Dues - \$175.00 – *Approval needed*
4. SE SWCD Technical Support JPB 2017 Dues - \$1,000.00 – *Approval needed*
5. FY17 State Cost-Share Base Grant Non-Structural Land Management Practices (NLMP) Implementation Plan Request – *Approval needed*
6. FY17 Conservation Delivery Close Out – *Approval needed*
7. MAWQCP (Ag Certainty) – MOA – *Approval needed*

STATE COST SHARE PROGRAM

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Slippage - \$11,006.25

BRIDGE CREEK COST SHARE PROGRAM

MASWCD

2017 MASWCD Legislative Briefing and Day at the Capitol will be held **March 20-21 at the Embassy Suites in downtown St. Paul**. March 20 will include an afternoon or evening briefing at the hotel (time hasn't been finalized), and March 21 will be open for you to schedule meetings with your legislators. *Cost \$80/person. Hotel \$135 plus tax.*

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke*

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

Voucher #	Item	Amount
3657	Ronald F. Carlsen – Office Rent – February	\$ 858.79
3660	SE MN Water Resources Bd. – SE MN WRB County Dues – 2017	\$5,000.00
3661	Quill Corporation – Office Supplies	\$ 241.48
3662	Goodhue County SWCD – Envirothon Dues – 2017	\$ 175.00
3663	SE SWCD Technical Support JPB – 2017 Dues	\$1,000.00
3664	VISA – File Cabinet = \$35.74; Office Supplies = \$22.05; Postage Crooked Creek = \$245.00; Fuel & Wiper Blades = \$47.32	\$ 350.11
3665	ECM Publishers, Inc. – Mtg. Date Change	\$ 13.50
3666	Kwik Trip – Fuel – SWCD Trucks = \$122.69; SRF Trucks = \$69.23	\$ 191.92
3667	Schumacher’s Nursery & Berry Farm Inc. – Additional Trees (Black Walnut)	\$1,740.00
3668	SE MASWCD – SE MASWCD 2017 Annual Dues	\$ 500.00
3669	Fillmore SWCD – Soil Health Tech Support 2017	\$ 500.00
3670	MASWCD – Legislative Briefing & Day at Capitol	\$
	Total	\$11,628.80

Adjournment

NEXT MEETING--- Regular Meeting, March 9, 2017, 1:00 p.m. Ag Service Center



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MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

**March 7, 2017, 1:00 p.m. Regular Meeting
Ag Service Center**

2017 Officers

Matt Feldmeier

Jerry Welke

Glenn Kruse

Cecil Graf

Roger Stenhoff

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Graf & Kruse

Personnel Committee: Welke & Stenhoff

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

State Revolving Fund [JPB]: Welke

One Watershed, One Plan: Feldmeier

1:00 P.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the February 9, 2017 board meeting minutes.

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

Supervisor Per Diem

Feldmeier, Matt – 1 st Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Graf, Cecil – 1 st Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Kruse, Glenn – 1 st Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Stenhoff, Roger – 1 st Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Welke, Jerry – 1 st Qtr. – 4 mtgs. @ \$75.00/each	\$ 300.00

Treasurer's Monthly Report: Treasurer request the revised January 2017 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- CREP

Program Reports

- WCA – Update
- MN Land Trust - Update

WATERSHED UPDATES

Crooked Creek - Bob

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

- Feedlot - *Update*

Dan Wermager – Program Report

Jean Meiners – Program Report

- Buffer Implementation – *Update*

Janice Messner – Program Report

- Trees - *Update*

OLD BUSINESS

1. Office Lease

NEW BUSINESS & ACTION ITEMS

1. FEMA/HSEM

Category A Funds = \$31,694.11 (Federal - \$23,770.58; State - \$7,923.53)

Category D Funds = \$21,088.11 (Federal - \$15,816.08; State - \$5,272.03)

2. SWCD Area 7 Employees Spring Meeting – April 6th at the Hormel Nature Center, Austin, MN - *Approval needed*
Registration \$12/each
2017 Membership Fee \$10/each
3. Audit Bid – *Approval needed with chair to sign when contract arrives*
Michael Peterson CPA - \$2,500 plus \$150 for amortization schedule if needed
4. Microsoft Excel Seminar – April 19, 2017 in La Crosse, WI – Registration \$99 – *Approval needed*
5. MACFO Feedlot Conference – April 11 – 13, 2017 in Moorhead, MN – Registration \$200(with \$75 membership) or \$300 (non-member) , hotel = \$99 plus tax and meals - *Approval needed*

STATE COST SHARE PROGRAM

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Slippage - \$11,006.25

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek Cost Share Application (Funding up to 90% of cost estimate)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Washburn, Jace	12BC	\$ 6,000.00	\$ 5,400.00	Grade Stabilization Structure – Site 1	June 15, 2017
Washburn, Jace	13BC	\$ 7,600.00	\$ 6,840.00	Grade Stabilization Structure – Site 2	June 15, 2017
Washburn, Jace	14BC	\$ 5,400.00	\$ 4,860.00	Grade Stabilization Structure – Site 3	June 15, 2017
Washburn, Jace	15BC	\$ 10,300.00	\$ 9,270.00	Grade Stabilization Structure – Site 4	June 15, 2017

FEMA/HSEM FUNDING PROGRAM

FEMA/HSEM Conservation Application (Funding up to 100% of cost estimate)

Name	Contract	Total Cost Estimate	Funding Amount Requested	Project	Completion Date
Koch, Bob	01	\$ 4,059.53	\$ 4,059.53	Sinkhole	Sept. 15, 2017
Staggemeyer, Mike <i>Site 1</i>	02	\$ 7,697.94	\$ 7,697.94	Obstruction Removal	Sept. 15, 2017
Staggemeyer, Mike <i>Site 2</i>	03	\$ 20,433.42	\$ 20,433.42	Sinkhole & Obstruction Removal	Sept. 15, 2017

MASWCD

2017 MASWCD Legislative Briefing and Day at the Capitol will be held March 20-21 at the Embassy Suites in downtown St. Paul.

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTSFINANCIAL COMMITTEE: *Kruse & Graf*PERSONNEL COMMITTEE: *Stenhoff & Welke*RC & D: *Stenhoff*JOINT POWERS COMMITTEE: *Welke*

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

Voucher #	Item	Amount
3671	Ronald F. Carlsen – Office Rent – March	\$ 858.79
3672	VISA – Postage = \$98.00	\$ 98.00
3673	Kwik Trip – Fuel – SWCD Trucks = \$186.06	\$ 186.06
3674	Hartford Life & Annuity Insurance Co. – Life Insurance Dave Walter	\$ 90.00
3675	Quill Corporation – Office Supplies	\$ 192.36
3676	SE MACDE – 2017 Membership Dues \$10/ea= \$50; Spring Mtg. Registration Fee \$12/ea=\$48	\$ 98.00
3677	Houston County Treasurer – Maps – 6 @ \$3.00 each	\$ 18.00
3678	Matt Feldmeier – Mileage – 1 st Qtr. – 108 miles @ \$0.535	\$ 57.78
3679	Cecil Graf – Mileage – 1 st Qtr. – 120 miles @ \$0.535	\$ 64.20
3680	Glenn Kruse – Mileage – 1 st Qtr. – 60 miles @ \$0.535	\$ 32.10
3681	Roger Stenhoff – Mileage – 1 st Qtr. – 96 miles @ \$0.535	\$ 51.36
3682	Jerry Welke – Mileage – 1 st Qtr. – 120 miles @ \$0.535	\$ 64.20

3683	Fred Pryor Seminars – Microsoft Excel	\$ 99.00
3684	MACFO Feedlot Conference – 2 @ \$275/each	\$ 550.00
3685	Petty Cash – Water Plan Postage = \$2.64; Office Supply (Batteries) = \$8.02; Finance Charge = \$0.25; MN Corn Growers – Field Day Expense = \$2.38	\$ 13.29
	Total	\$2,375.14

Adjournment

NEXT MEETING--- **Regular Meeting, April 13, 2017, 1:00 p.m.** Ag Service Center



Root River Soil and Water Conservation District

Agricultural Service Center

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MISSION STATEMENT

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Agenda

**April 13, 2017, 1:00 p.m. Regular Meeting
Ag Service Center**

2017 Officers

Matt Feldmeier

Jerry Welke

Glenn Kruse

Cecil Graf

Roger Stenhoff

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Graf & Kruse

Personnel Committee: Welke & Stenhoff

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

State Revolving Fund [JPB]: Welke

One Watershed, One Plan: Feldmeier

1:00 P.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the March 7, 2017 board meeting minutes.

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

Treasurer's Monthly Report: Treasurer request the February and March 2017 reports be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Farm Bill – Will Clayton & Tanner Bruse, Employer
- Day at the Capitol – *Update*
- JPB Meeting – *Update*
- FEMA Meeting – *Update*
- Wildcat

Program Reports

- WCA – *Update*

- Buffer Implementation
 - ❖ Other Waters Resolution – *Approval needed*

- AIS
 - ❖ Fair Booth

- Feedlot - *Update*

WATERSHED UPDATES

Crooked Creek

Bee/Duck Creek

Bear Creek

Winnebago - FEMA projects

STAFF REPORTS

Jean Meiners, Technician

- SE MACDE Mtg. - *Update*

Janice Messner – Program Report

- Trees - *Update*

OLD BUSINESS

1. Office Lease – *Approval needed*

NEW BUSINESS & ACTION ITEMS

1. Vehicle Purchase – *Approval needed*

2. FY16 Local Water Management Block Grant Financial Closeout Report – *Approval needed*

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity – Available Funds \$ 11,006.25

FY17 Local Capacity – Available Funds \$ 25,000.00

Local Capacity State Cost Share Application (Funding up to 75% of cost estimate)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Meiners, Dana	05FY16LC	\$3,300.00	\$2,475.00	Grassed Waterways (2)	6/15/17
Vix, Lorayne	06FY16LC	\$ 1,725.00	\$ 3,120.00	Grade Stabilization Structure	12/31/17
Hagen, Paul	07FY16LC	\$2,400.00	\$1,800.00	Grassed Waterways (3)	12/31/17
Hagen, Paul	08FY16LC	\$11,900.00	\$8,925.00 \$5,006.25 FY16LC \$3,918.75 FY17LC	Grade Stabilization Structure – Site 1	12/31/17
Hagen, Paul	01FY17LC	\$7,300.00	\$5,475.00	Grade Stabilization Structure – Site 2	12/31/17

STATE COST SHARE PROGRAM

FY17 State Cost Share – Available Funds \$16,720.80

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek Cost Share Application (Funding up to 90% of cost estimate)

MASWCD

- Resolutions – Opportunity to purpose/present resolution suggestions and approval will be done at the May meeting.

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke*

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

Voucher #	Item	Amount
3685	Ronald F. Carlsen – Rent – April	\$ 858.79
3686	Houston County Treasurer – RIM – Warranty Deed Mullen/Thompson	\$ 1.00
3687	Caledonia True Value – Crooked Creek – 3 Cut Keys	\$ 10.42
3688	VISA - VISA - Feedlot MACFO Conference Lodging = 217.55; Feedlot Seminar - Meal = \$3.52; Lodging - Legislative Day = \$151.35; Meal - Legislative Day = \$11.84; Vehicle Maintenance - Fuel = \$47.96; Field Supplies = \$7.89; Meal = \$3.76; Postage – Trees = \$11.40	\$ 455.27
3689	B & M Service Center – Truck '08 Ford – Oil change, air cleaner & 2 tires	\$ 357.30
3690	Quill Corporation – Office Supplies – Toner (Black) = \$159.23; Mileage Log (2) = \$29.89	\$ 189.12
3691	Houston County Ag Society – AIS – Fair Booth	\$ 140.00
3692	Schumacher’s Nursery & Berry Farm Inc. – Tree order payment	\$1,377.50
3693	Alpha Nurseries, Inc. – Tree Order – Remaining balance	\$ 17.08
3694	Jean Meiners – Meal reimbursements	\$ 13.54
3695	Dan Wermager – Meal reimbursement	\$ 4.63
3696	Kwik Trip, Inc. – Fuel – SWCD Trucks	\$ 267.98
3697	Farmer’s Cooperative Elevator – MN Corn Growers – Supply (Seed)	\$1,047.38
3698	Blackburn Mfg. Co. – Flags	\$ 297.40
	Total	\$5,037.41

Adjournment

NEXT MEETING--- Regular Meeting, May11, 2017, 9:00 a.m. Ag Service Center



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MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

**May 11, 2017, 9:00 a.m. Regular Meeting
Ag Service Center**

2017 Officers

Matt Feldmeier

Jerry Welke

Glenn Kruse

Cecil Graf

Roger Stenhoff

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Graf & Kruse

Personnel Committee: Welke & Stenhoff

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

State Revolving Fund [JPB]: Welke

One Watershed, One Plan: Feldmeier

9:00 A.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the April 13, 2017 board meeting minutes and the April 27, 2017 special board meeting minutes.

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

Treasurer's Monthly Report: Treasurer request the April 2017 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Envirothon - *Update*

Program Reports

- WCA – *Update*
- Buffer Implementation - *Update*
- AIS
 - ❖ AIS signs for trout streams – *Approval needed*
100 signs @ \$5.25 each = \$525.00

WATERSHED UPDATES

Crooked Creek

Bee/Duck Creek

Bear Creek

Winnebago - FEMA projects

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

- Feedlot - *Update*

Jean Meiners, Technician

Janice Messner – Program Report

- Trees - *Update*

OLD BUSINESS

1.

NEW BUSINESS & ACTION ITEMS

1. Farm Bill Assistance Partnership Grant Phase XVII – *Approval needed*

2. Other Waters Resolution – *Approval needed*

3. FEMA Project Bids – *Approval needed*

Mahr Excavating	\$49,667.50
Wieser Septic & Excavating	\$50,123.00
VanGundy Excavating LLP	\$61,495.50

5. Bear Creek Inspection Tour

Lunch expense (50% approved in past years) – *Approval needed*

6. 2017 Conservationist of the Year – *District #4(Caledonia Twp. & Village; Eitzen Village; Mayville Twp.; Winnebago Twp.)*

LOCAL CAPACITY STATE COST SHARE PROGRAM *(Funding up to 75% of cost estimate)*

FY17 Local Capacity – Available Funds \$ 15,606.25

FY17 Local Capacity Cover Crop – Available Funds \$25,000.00

STATE COST SHARE PROGRAM

FY17 State Cost Share – Available Funds \$16,720.80

FY17 State Cost Share Application *(Funding up to 75% of cost estimate)*

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Kjos, Don	01FY17	\$4,300.00	\$3,225.00	Critical Area Planting	12/31/17

BRIDGE CREEK COST SHARE PROGRAM**Bridge Creek Cost Share Application** *(Funding up to 90% of cost estimate)*

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Dahl, Josh	17BC	\$14,000.00	\$12,600.00	Grade Stabilization Structure	12/31/17
Dahl, Josh	18BC	\$1,200.00	\$1,080.00	Grassed Waterway	12/31/17

MASWCD

- Resolutions

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTSFINANCIAL COMMITTEE: *Kruse & Graf*PERSONNEL COMMITTEE: *Stenhoff & Welke*RC & D: *Stenhoff*JOINT POWERS COMMITTEE: *Welke******Accounts Payable:***** Chair call for a motion to approve payables.

Voucher #	Item	Amount
3700	Ronald F. Carlsen – Rent – May	\$ 858.79
3701	VISA -Feedlot MACFO Conference Lodging remaining balance = \$0.01; Field Supplies = \$12.80; 2008 Ford Fuel Pump Control Module and fuse = \$500.56; Feedlot MACFO Conference Meals = \$44.11; Fuel = \$89.68; MN Corn Growers - Project Supplies - Cable = \$126.95; MN Corn Growers - Project Supplies - Driver = \$22.94; 2008 Ford Oil Change = \$50.20; Postage = \$70.00; Vehicle Maintenance – 2008 Chevy Engine Coolant Temp Sensor = \$301.00	\$ 1,218.25
3702	Janice Messner - Mileage 47.2 miles @ \$0.535 - Training 4/19/17	\$ 25.25
3703	Kwik Trip – Fuel – SWCD Trucks = \$273.70 ; SRF Trucks = \$53.48	\$ 327.18
3704	ECM Publishers, Inc. - FEMA Projects - Invitation to Bid	\$ 81.00
3705	Jean Meiners - Meal (Buffers 4/27)	\$ 12.84
3706	Bob Scanlan - Meals (Buffers 4/27; Soils 3/29) = \$16.94; Duplicate Key = \$3.47; Training - Soil Health Workshop 1/26 = \$60.00	\$ 80.41
3707	Schumacher’s Nursery & Berry Farm, Inc. – Shipping & Additional Trees	\$ 484.25
3708	Bluff Country Newspaper Group – FEMA Projects – Invitation to Bid	\$ 28.00
3709	Karly Misch – Infant Well Testing Reimbursement	\$ 32.00
3710	Alpha Nurseries, Inc. – Additional Trees	\$ 131.40
3711	Dan Wermager – Hitch Pin/Crimper	\$ 9.65
	Total	\$3,289.02

Adjournment**NEXT MEETING---** Regular Meeting, June 8, 2017, 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>

MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

**June 8, 2017, 9:00 a.m. Regular Meeting
Ag Service Center**

2017 Officers

Matt Feldmeier

Jerry Welke

Glenn Kruse

Cecil Graf

Roger Stenhoff

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Graf & Kruse

Personnel Committee: Welke & Stenhoff

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

State Revolving Fund [JPB]: Welke

One Watershed, One Plan: Feldmeier

9:00 A.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the May 11, 2017 board meeting minutes.

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

Supervisor Per Diem

Feldmeier, Matt – 2 nd Qtr. – 4 mtgs. & 2 Day at Capital @ \$75.00/each	\$ 450.00
Graf, Cecil – 2 nd Qtr. – 4 mtgs. @ \$75.00/each	\$ 300.00
Kruse, Glenn – 2 nd Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Stenhoff, Roger – 2 nd Qtr. – 4 mtgs. & Bear Creek Inspection Tour @ \$75.00/each	\$ 375.00
Welke, Jerry – 2 nd Qtr. – 4 mtgs. & JPB mtg. @ \$75.00/each	\$ 375.00

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

Program Reports

- WCA – Update

- Buffer Implementation - Update

- Bridge Creek – Update

WATERSHED UPDATES

Crooked Creek - Update

Bee/Duck Creek

Bear Creek – Inspection Tour held June 1st

Winnebago - FEMA projects

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

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

Dan Wermager, Technician

- 4th Grade Farm Safety Day - *Update*

Jean Meiners, Technician

Janice Messner, Administrative Assistant

- 2016 Year End Audit

OLD BUSINESS

1. 2017 Conservationist of the Year – *District #4(Caledonia Twp. & Village; Eitzen Village; Mayville Twp.; Winnebago Twp.)*
2. Bear Creek Watershed Tour Expenses – *Approval needed for half of meeting facility cost*

NEW BUSINESS & ACTION ITEMS

1. Cooperative Working Agreement – *Discussion*

LOCAL CAPACITY STATE COST SHARE PROGRAM *(Funding up to 75% of cost estimate)*

FY17 Local Capacity – Available Funds \$ 15,606.25

FY17 Local Capacity Cover Crop – Available Funds \$25,000.00

STATE COST SHARE PROGRAM

FY17 State Cost Share – Available Funds \$13,495.80

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek Amendment Requests:

Name	Contract	Project	Original Completion Date	Amending Completion Date
Washburn, Jace	12BC	Grade Stab/Critical Area/Mulching	6/15/17	7/15/17
Washburn, Jace	13BC	Grade Stab/Critical Area/Mulching	6/15/17	7/15/17
Washburn, Jace	14BC	Grade Stab/Critical Area/Mulching	6/15/17	7/15/17
Washburn, Jace	15BC	Grade Stab/Critical Area/Mulching	6/15/17	7/15/17

MASWCD

SWCD Governance 101 training course – September 14 – 15, 2017 Bloomington, MN. Registration deadline August 28, 2017.

WATER PLAN

- One Watershed, One Plan
Planning Work Group Meeting held May 22nd - Update

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke*

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

Voucher #	Item	Amount
3712	Dan Wermager – Chain/Crimper	\$ 11.60
3713	Ronald F. Carlsen – Rent – June	\$ 858.79
3714	Winneshiek SWCD - Bear Creek Watershed Tour	\$ 79.58
3715	Schumacher’s Nursery & Berry Farm, Inc. – Shipping	\$ 31.30
3716	Hartford Life & Annuity – Life Insurance – Dave Walter	\$ 90.00
3717	Kwik Trip – Fuel – SWCD Trucks = \$262.45; SRF Trucks = \$49.47; Misc. Exp. - Return Ck. Charge = \$30.00	\$ 341.92
3718	Houston County Recorder – RIM – Johnston; Fay & Ready	\$ 6.00
3719	Bob Scanlan - Fuel - SWCD Truck = \$34.50	\$ 34.50
3720	Matt Feldmeier - Mileage - 2nd Qtr.	\$ 77.04
3721	Cecil Graf - Mileage - 2nd Qtr.	\$ 85.60
3722	Glenn Kruse - Mileage - 2nd Qtr.	\$ 32.10
3723	Roger Stenhoff - Mileage - 2nd Qtr.	\$ 85.60
3724	Jerry Welke - Mileage - 2nd Qtr.	\$ 80.25
3725	Mary Ann's Floral	\$ 50.00
	Total	\$1,852.68

Adjournment

NEXT MEETING--- Regular Meeting, July 13, 2017, 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>

MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

July 13, 2017, 9:00 a.m. Regular Meeting

Ag Service Center

2017 Officers

Matt Feldmeier

Chair

Finance Committee: Graf & Kruse

Jerry Welke

Vice-Chair

Personnel Committee: Welke & Stenhoff

Glenn Kruse

Secretary

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

Cecil Graf

Treasurer

State Revolving Fund [JPB]: Welke

Roger Stenhoff

Reporter

One Watershed, One Plan: Feldmeier

9:00 A.M.

Chair call meeting to order.

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the June 8, 2017 board meeting minutes.

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

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

- Curtis Johnson – *Additional financial assistance with streambank project*

Dave Walter, District Manager Report

- 2016 Workers' Compensation Payroll Audit – Additional contribution of \$488.00 needed for the 2016 coverage

Program Reports

- WCA – *Update*

- Buffer Implementation - *Update*

- Bridge Creek – *Update*

WATERSHED UPDATES

Crooked Creek - Update

Bee/Duck Creek

Bear Creek

Winnebago - FEMA projects

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

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

Dan Wermager, Technician

Jean Meiners, Technician

Janice Messner, Administrative Assistant

OLD BUSINESS

1. 2017 Conservationist of the Year – *District #4(Caledonia Twp. & Village; Eitzen Village; Mayville Twp.; Winnebago Twp.) – Meyer Family - Recommendation approval needed*

NEW BUSINESS & ACTION ITEMS

1. Cooperative Working Agreement – *Approval needed*
2. 2018 Proposed Budget – *Approval needed*
3. Tax, registration, licensing and lettering for 2018 GMC Sierra – *Approval needed*
4. BWSR Academy, November 1 – 3, 2017 Cragun’s Brainerd, MN. Registration opens in August – *Approval needed*
5. Job Classification Authority Increase - *Discussion*
6. Buffer Cost Share Grant (\$25,000) – *Approval needed*
 - Payment Rate – *Flat rate or 75% of actual cost not to exceed 75% of the cost estimate*
 - Technical & Administrative Costs – *20% of grant (\$5,000 = Technical & Administrative; \$20,000 = Project funds)*

LOCAL CAPACITY STATE COST SHARE PROGRAM *(Funding up to 75% of cost estimate)*

FY16 Local Capacity – Available Funds \$0.00

FY17 Local Capacity – Available Funds \$ 15,606.25

FY17 Local Capacity Cover Crop – Available Funds \$25,000.00

FY16 Local Capacity State Cost Share Payment Request:

Name	Project/Contract #	Estimate	Actual	Request
Meiners, Dana	Grassed Waterway - #05FY16LC	\$3,300.00	\$3,452.79	\$3,300 x 75% = \$2,475.00

FY17 Local Capacity Cover Crop Applications *(Flat Rate Payment - \$30 per acre up to 30 acres)*

Name	Contract	Total Acres Projected	Cost Share Amount Requested	Project	Completion Date
Graf, Mary Lou	01FY17CC-LC	30	\$2,700.00	Cover Crop	11/1/17

Meyer, Lee	02FY17CC-LC	30	\$2,700.00	Cover Crop	11/1/17
Meyer, Jordan	03FY17CC-LC	30	\$2,700.00	Cover Crop	11/1/17
Hendel, Karl	04FY17CC-LC	30	\$2,700.00	Cover Crop	11/1/17
Mauss, Ken	05FY17CC-LC	30	\$2,700.00	Cover Crop	11/1/17
Kohlmeyer, LeRoy	06FY17CC-LC	30	\$2,700.00	Cover Crop	11/1/17
Mierau, Robert	07FY17CC-LC	30	\$2,700.00	Cover Crop	11/1/17
Schroeder, Jason	08FY17CC-LC	30	\$2,700.00	Cover Crop	11/1/17
Burrichter, Matt	09FY17CC-LC	25	\$2,250.00	Cover Crop	11/1/17
Miller, John	10FY17CC-LC	12.77777778	\$1,150.00	Cover Crop	11/1/17

STATE COST SHARE PROGRAM

FY17 State Cost Share – Available Funds \$13,495.80

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek State Cost Share Payment Request:

Name	Project/Contract #	Estimate	Actual	Request
Washburn, Jace	Grade Stabilization Structure - #12BC	\$6,000.00	\$6,008.00	\$5,908.00 (eligible costs) x 90% = \$5,317.20 Payment
Washburn, Jace	Grade Stabilization Structure - #13BC	\$7,600.00	\$7,573.00	\$7,473.00 (eligible costs) x 90% = \$6,725.70 Payment Slippage = \$114.30
Washburn, Jace	Grade Stabilization Structure - #14BC	\$5,400.00	\$5,511.00	\$5,411.00 (eligible costs) x 90% = \$4,869.90 Payment = \$4,860.00
Washburn, Jace	Grade Stabilization Structure - #15BC	\$10,300.00	\$10,693.00	\$10,593.00 (eligible costs) x 90% = \$9,533.70 Payment = \$9,270.00

MASWCD

SWCD Governance 101 training course – September 14 – 15, 2017 Bloomington, MN. Registration deadline August 28, 2017.

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke* – Meeting scheduled for July 31, 2017

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

Voucher #	Item	Amount
3723	Roger Stenhoff - Mileage - 2nd Qtr.	\$ 68.48
3726	Ronald F. Carlsen – Rent – July	\$ 858.79
3727	Kwik Trip – Fuel – SWCD Trucks = \$276.39; SRF Trucks = \$55.21	\$ 331.60
3728	Dana Meiners – Local Capacity Cost Share Payment	\$ 2,475.00
3729	Winona County SWCD – AIS - Trout Easement Signs	\$ 525.00
3730	Houston County Treasurer – Tax, Registration Licensing 2017 GMC Sierra – Local Capacity =	\$ 1,716.65

Agenda – July 13, 2017

	\$1,412.98; Tax, Registration Licensing 2017 GMC Sierra – Capital Expenditure = \$303.67	
3731	SE SWCD Technical Support JPB – JPB Technical Support Winnebago Watershed/FEMA	\$ 440.00
3732	Jace Washburn – Local Capacity Projects	\$26,172.90
3733	VISA – Clinometer = \$154.38; Public Mtg. Expenses – Buffer = \$15.11	\$ 169.49
3734	Wildlife Forever – AIS – Fair Booth Supplies	\$ 419.14
3735	James Gray – Hayable Buffer Program Yearly Payment	\$ 3,500.00
3736	Gerald Hallum – Hayable Buffer Program Yearly Payment	\$ 5,350.00
3737	Grace Nelson – Hayable Buffer Program Yearly Payment	\$ 150.00
	Total	\$40,478.23

Adjournment

NEXT MEETING--- **Regular Meeting, August 10, 2017, 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>

MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

**August 10, 2017, 9:00 a.m. Regular Meeting
Ag Service Center**

2017 Officers

Matt Feldmeier

Jerry Welke

Glenn Kruse

Cecil Graf

Roger Stenhoff

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Graf & Kruse

Personnel Committee: Welke & Stenhoff

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

State Revolving Fund [JPB]: Welke

One Watershed, One Plan: Feldmeier

9:00 A.M.

Chair call meeting to order.

Flag Pledge

Introductions

Jeff Weiss, Clean Water Hydrologist, DNR Division of Ecological & Water Resources

Minutes: Chair call for additions or corrections to the July 13, 2017 board meeting minutes.

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

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Commissioner Tour – *Update*
- 2017 MCIT Dividend Notice = \$1,886
\$537 – Workers' Compensation
\$1,349 – Property/Casualty

Program Reports

- WCA – *Update*
- Buffer Implementation - *Update*
- Bridge Creek – *Update*
- MAWQCP - *Update*

WATERSHED UPDATES

Crooked Creek - Update

Bee/Duck Creek

Bear Creek

Winnebago - Update

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

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

Dan Wermager, Technician

- Fair Booth - *Update*

Jean Meiners, Technician

- Buffer - *Update*

Janice Messner, Administrative Assistant

- FY16 Local Capacity Reconciliation - *Update*

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. FY16 Local Capacity Reconciliation Financial Report – *Approval needed*
2. Sub-Agreement SE SWCD Technical Support JPB and Root River SWCD – BWSR funding within the RCPP: Lower Mississippi River Feedlot Management – *(\$20,000 for Technical Assistance on Small Feedlot Fixes) - Approval needed*
3. FY17 Easement Delivery Financial Report – *Approval needed*

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek Cost Share Application *(Funding up to 90% of cost estimate)*

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Howe, Elizabeth	18BC	\$8,100.00	\$1,716.92	Grade Stabilization Structure	12/14/18

LOCAL CAPACITY STATE COST SHARE PROGRAM *(Funding up to 75% of cost estimate)*

FY16 Local Capacity – Available Funds \$0.00

FY17 Local Capacity – Available Funds \$ 15,606.25

FY17 Local Capacity Cover Crop – Available Funds \$0.00

STATE COST SHARE PROGRAM

FY17 State Cost Share – Available Funds \$13,495.80

State Cost Share Application *(Funding up to 75% of cost estimate)*

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Becker, Merle	02FY17	\$1,850.00	\$1,387.50	Terrace	12/31/17

BUFFER COST SHARE PROGRAM

FY18 Buffer Cost Share – Available Funds \$25,000

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Thom, Steven	01FY18Buffer	3.9 acres @ \$300/acre	\$1,170.00	Critical Area Planting	12/31/17

MASWCD

SWCD Governance 101 training course – September 14 – 15, 2017 Bloomington, MN. Registration deadline August 28, 2017.

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke* – Update on meeting held July 31, 2017

*****Accounts Payable:***** Chair call for a motion to approve payables and transfer of Hayable Buffer funds.

Voucher #	Item	Amount
	Investment Transfer of Funds (From 008-773 Hayable Buffer – Eitzen State Bank to our Bank of the West Cash General Fund account).	\$ 9,000.00
3738	Ronald F. Carlsen – Rent – August	\$ 858.79
3739	Quill – Office Supplies (Toner & Envelopes)	\$ 230.83
3740	VISA – Postage = \$147.00; Vehicle Maintenance '08 Ford = \$562.95; Commissioner Tour = \$51.30	\$ 761.25
3741	Kwik Trip – Fuel – SWCD Trucks = \$276.39; SRF Trucks = \$55.21	\$ 377.30
3742	SE SWCD Technical Support JPB – Grant Match Contribution	\$ 854.55
	Total	\$ 3,082.72

Adjournment

NEXT MEETING--- Regular Meeting, September 14, 2017, 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>

MISSION STATEMENT

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Agenda

**September 14, 2017, 9:00 a.m. Regular Meeting
Ag Service Center**

2017 Officers

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

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

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the August 10, 2017 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 – 3 rd Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Graf, Cecil – 3 rd Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Kruse, Glenn – 3 rd Qtr. – 2 mtgs. @ \$75.00/each	\$ 150.00
Stenhoff, Roger – 3 rd Qtr. – 3 mtgs. @ \$75.00/each	\$ 225.00
Welke, Jerry – 3 rd Qtr. – 2 mtgs. & JPB mtg. @ \$75.00/each	\$ 225.00

Treasurer's Report: Treasurer request the August 2017 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

Program Reports

- WCA – Update
- Buffer Implementation - Update

- Bridge Creek – *Update*
- MAWQCP - *Update*

WATERSHED UPDATES

Crooked Creek - Update

Bee/Duck Creek

Bear Creek

Winnebago - Update

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

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

Dan Wermager, Technician

- Fair Booth - *Update*

Jean Meiners, Technician

- Buffer - *Update*

Janice Messner, Administrative Assistant

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. Area 7 Fall Mtg. September 20, 2017 in Austin, MN (*for Board Supervisors and all staff*) Registration \$15/ea. – *Approval needed*
2. Easement Delivery Work Order Contract – *Approval needed*
3. FY18 & 19 BWSR SWCD Programs & Operations Grant Agreement and work plans – *Approval needed*
 - *FY18 Buffer Law - \$20,000*
 - *FY18 Conservation Delivery - \$22,505*
 - *FY18 State Cost Share - \$20,901*
 - *FY18 Local Capacity - \$100,000*
 - *FY19 Conservation Delivery - \$22,505*
 - *FY19 State Cost Share - \$20,901*
4. 6th Grade Environmental Day - September 26, 2017 Beaver Creek Valley State Park – Presenter Expenses – *Approval needed*
5. Conservationist of the Year Banquet Expenses – *Approval needed*
6. SWCD Shirts & Hats – *Approval needed*

FEMA/HSEM COST SHARE GRANTS

Payment Request Category D Grant (100%):

Name	Project/Contract #	FEMA/HSEM Funds	Actual	Request
Koch, Bob	Sinkhole - #10FEMA/HSEM	\$4,059.53	\$3,660.00	\$3,660.00 x 100% = \$3,660.00 Slippage = \$399.53

Payment Request Category A Grant (100%):

Name	Project/Contract #	FEMA/HSEM Funds	Actual	Request
Staggemeyer, Mike – Site 1	Obstruction Removal - #03FEMA/HSEM	\$7,697.94	\$5,675.00	\$5,675.00 x 100% = \$5,675.00 Slippage = \$2,022.94
Burke, Pat	Obstruction Removal - #06FEMA/HSEM	\$3,847.94	\$3,600.00	\$3,600.00 x 100% = \$3,600.00 Slippage = \$247.94

Partial Payment Request Category A & D Grants (100%):

Name	Project/Contract #	FEMA/HSEM Funds	Actual	Request
Staggemeyer, Mike – Site 2	Sinkhole & Obstruction Removal - #02FEMA/HSEM	\$20,433.42	\$26,045.00	\$26,045.00 x 100% = \$26,045.00 Partial Payment Amount = \$20,433.42

Amendment Request:

Contract #05FEMA/HSEM for MN DNR requesting to amend the contracted total cost share by re-allocating the remaining Category D funds from Contract #01FEMA/HSEM in the amount of \$399.53 AND Category A funds from Contract #06FEMA/HSEM in the amount of \$247.94 and Contract #03FEMA/HSEM in the amount of \$933.78.

Payment Request Category A & D Grants (100%):

Name	Project/Contract #	FEMA/HSEM Funds	Actual	Request
MN DNR	Critical Area Planting & Obstruction Removal - #05FEMA/HSEM	\$16,584.91	\$21,920.00	\$21,920 x 100% = \$21,920.00 Partial Payment Amount = \$16,584.91

LOCAL CAPACITY STATE COST SHARE PROGRAM (Funding up to 75% of cost estimate)

FY16 Local Capacity Cost Share – Available Funds **\$0.00**
 FY17 Local Capacity Cost Share – Available Funds **\$ 15,606.25**
 FY17 Local Capacity Cover Crop Cost Share - Available Funds **\$0.00**

STATE COST SHARE PROGRAM

FY17 State Cost Share – Available Funds **\$12,108.30**

BUFFER COST SHARE PROGRAM

FY18 Buffer Cost Share – Available Funds **\$23,830**

MASWCD

Review 2017 Resolutions Packet and cast ballots.

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke*

Accounts Payable: Chair call for a motion to approve payables and transfer of funds.

Voucher #	Item	Amount
	Investment Transfer of Funds (From 76-605-518-5383 Winnebago Watershed to Eitzen State Bank 10033340 Winnebago Watershed = \$1,000.00; From 76-605-000-5565 Bear Creek Watershed to Eitzen State Bank 10033399 Bear Creek Watershed; From 76-000-000-1094 to Eitzen State Bank 10033563 Capital Equipment = \$8,500.00)	\$ 10,500.00
3743	Ronald F. Carlsen – Rent – September	\$ 1,213.19
3744	Bluff Country Newspaper Group – Classified Ad 2 wks. SG Herald – Chevy Truck	\$ 12.00
3745	Kwik Trip – Fuel – SWCD Trucks = \$319.56; SRF Trucks = \$191.79	\$ 511.35
3746	Hartford Life & Annuity Insurance Company – Life Insurance – Dave Walter	\$ 90.00
3747	Quill – Office Supplies (Toner)	\$ 176.33
3748	Matt Feldmeier – 3 rd Qtr. Mileage – 108 miles @ \$0.535	\$ 56.19
3749	Cecil Graf – 3 rd Qtr. Mileage – 120 miles @ \$0.535	\$ 64.20
3750	Glenn Kruse – 3 rd Qtr. Mileage – 40 miles @ \$0.535	\$ 21.40
3751	Roger Stenhoff – 3 rd Qtr. Mileage – 96 miles @ \$0.535	\$ 51.36
3752	Jerry Welke – 3 rd Qtr. Mileage – 90 miles @ \$0.535	\$ 48.15
3753	Sara Brand – Infant Well Testing Reimbursement	\$ 32.00
3754	ECM Publishers, Inc. – Classified Ad 2 wks. Caledonia Argus – Chevy Truck	\$ 15.80
3755	River Valley Newspapers - Classified Ad 2 wks. Houston Co News – Chevy Truck	\$ 25.06
3756	Koch, Bob – Contract Payment #01FEMA/HSEM – Sinkhole	\$ 3,660.00
3757	Staggemeyer, Mike – Contract Payment #03FEMA/HSEM Site 1 – Obstruction Removal	\$ 5,675.00
3758	Burke, Pat – Contract Payment #06FEMA/HSEM – Obstruction Removal	\$ 3,600.00
3759	Staggemeyer, Mike – Contract Partial Payment #02FEMA/HSEM Site 2 – Obstruction Removal & Sinkhole	\$20,433.42
3760	MN DNR – Contract Partial Payment #05FEMA/HSEM – Obstruction Removal & Critical Area Planting	\$16,584.91
3761	VISA – AIS hardware for signs = \$14.42	\$ 14.42
3762	Lind Awards – Conservationist of Yr. Plaque	\$ 37.58
3763	Area 7 MASWCD – Fall Mtg. Registration – 3 @ \$15/each	\$ 45.00
	Total	\$ 51,154.17

Adjournment

NEXT MEETING--- Regular Meeting, October 12, 2017, 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>

MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

October 5, 2017, 9:00 a.m. Special Meeting
Ag Service Center

2017 Officers

Matt Feldmeier
Jerry Welke
Glenn Kruse
Cecil Graf
Roger Stenhoff

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Finance Committee: Graf & Kruse
Personnel Committee: Welke & Stenhoff
RC&D: Stenhoff - Glenn Kinneberg (appointed Citizen at Large)
State Revolving Fund [JPB]: Welke
One Watershed, One Plan: Feldmeier

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

Flag Pledge

BRIDGE CREEK COST SHARE PROGRAM

FY16 Bridge Creek Cost Share Application (Funding up to 90% of cost estimate NOT to exceed \$100,000)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Dahl, Josh	19BC	\$170,000.00	\$20,807.00	Roof Structure (367)	July 31, 2018

Adjournment

NEXT MEETING--- Regular Meeting, October 12, 2017, 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>

MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

**October 12, 2017, 9:00 a.m. Regular Meeting
Ag Service Center**

2017 Officers

Matt Feldmeier

Jerry Welke

Glenn Kruse

Cecil Graf

Roger Stenhoff

Chair

Vice-Chair

Secretary

Treasurer

Reporter

Finance Committee: Graf & Kruse

Personnel Committee: Welke & Stenhoff

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

State Revolving Fund [JPB]: Welke

One Watershed, One Plan: Feldmeier

9:00 A.M.

Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the September 14, 2017 board meeting minutes and the October 5, 2017 special board meeting minutes.

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

Treasurer's Report: Treasurer request the September 2017 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Area 7 SE MACDE Fall Mtg. held September 20, 2017 – *Update*
- 6th Grade Environmental Day held September 27, 2017 – *Update*
- Cooperative Working Agreement and Operational Agreement between NRCS and Root River SWCD - *Update*

Program Reports

- WCA – *Update*
- Buffer Implementation - *Update*
- Bridge Creek – *Update*
- MAWQCP - *Update*

WATERSHED UPDATES

Crooked Creek - Update

Bee/Duck Creek

Bear Creek

Winnebago - Update

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

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

Dan Wermager, Technician

Jean Meiners, Technician

- Buffer - *Update*

Janice Messner, Administrative Assistant

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. FY18 Non-Structural Land Management Practices (NLMP) Implementation Plan Request – *Approval needed*
2. Cost Share Contract Signing Authorization for Dave Walter – *Discussion*
3. Notary Commission Renewal – State Filing Fee = \$120; County Filing Fee = \$20 and new stamp – *Approval needed*

BRIDGE CREEK COST SHARE PROGRAM

FY16 Bridge Creek Cost Share Application (Funding up to 90% of cost estimate)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Washburn, Jace	20BC	\$3,250.00	\$2,925.00	Critical Area Planting (342)	12/31/17
Dahl, Josh	21BC	\$11,098.16	\$9,988.34	Waste Storage Facility (313) Pumping Plant (533) Pipeline (516)	7/31/18

FY16 Bridge Creek Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Dahl, Josh	Waste Storage Facility - #16BC	\$479,634.67	\$387,984.01	\$387,984.01 x 90% = \$349,185.61 - \$304,017.86 (EQIP payment) = \$45,167.75 Payment Amount = \$45,167.75

LOCAL CAPACITY STATE COST SHARE PROGRAM (Funding up to 75% of cost estimate)

FY16 Local Capacity Cost Share – Available Funds \$0.00

FY17 Local Capacity Cost Share – Available Funds \$ 15,606.25

FY17 Local Capacity Cover Crop Cost Share - Available Funds \$0.00

Cancellation Request of Local Capacity State Cost Share Contracts

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
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Hagen, Paul	07FY16LC	\$2,400.00	\$1,800.00	Grassed Waterways (3)	12/31/17
Hagen, Paul	08FY16LC	\$11,900.00	\$8,925.00 \$5,006.25 FY16LC \$3,918.75 FY17LC	Grade Stabilization Structure – Site 1	12/31/17
Hagen, Paul	01FY17LC	\$7,300.00	\$5,475.00	Grade Stabilization Structure – Site 2	12/31/17

STATE COST SHARE PROGRAM

FY17 State Cost Share – Available Funds \$12,108.30

FY17 State Cost Share Application (Funding up to 90% of cost estimate)

BUFFER COST SHARE PROGRAM

FY18 Buffer Cost Share – Available Funds \$23,830

FY18 Buffer Cost Share Application (Flat Rate Funding \$300/acre)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Lee, Jerry	02FY18Buffer	\$300 x 0.2 acres = \$60.00	\$60.00	Critical Area Planting (342)	6/5/18

MASWCD

Review 2017 Resolutions Packet and cast ballots.

Annual Convention, December 3 – 5, 2017 – *Doubletree Hotel Bloomington*

- Registration fees for staff and board supervisors
 - *Complete Convention Registration = \$225.00*
 - *One Day Only Registration = \$150.00*
- Meal costs for staff, board supervisors and Conservationist of the Year recipients
 - *Monday Awards Luncheon = \$30.00 each*
 - *Monday Evening Dinner & Entertainment = \$35.00 each*
 - *Tuesday Outstanding Conservationist’s Luncheon = \$30.00 each*
- Lodging fees for staff and board supervisors
 - *\$89/per night for single or double occupancy, plus tax (for reservations prior to November 27th)*
- Conservationist of the Year – *Lodging or mileage reimbursement*

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke*

*****Accounts Payable:***** Chair call for a motion to approve payables and transfer of funds.

Voucher #	Item	Amount
3764	Ronald F. Carlsen – Rent – October	\$ 1,213.19
3765	Kwik Trip – Fuel – SWCD Trucks = \$337.56; SRF Trucks = \$164.66	\$ 502.22

Agenda – October 12, 2017

3766	VISA – Postage = \$49.00; 6 th Grade Environmental Day = \$30.17; Water Plan 6 th Grade Environmental Day = \$30.16; Conservationist of Year Banquet = \$237.00; MN Corn Growers Outreach Day Expenses = \$54.87	\$ 401.20
3767	Quill – Office Supplies (Toner)	\$ 340.91
3768	Farmer’s Cooperative Elevator Company – Seed – MN Corn Growers project	\$ 29.40
3769	Houston County Highway Department – Sign & Fabrication – 2017 GMC Sierra	\$ 83.21
3770	Petty Cash – Janice Messner, Root River SWCD – 6 th Grade Environmental Day Expense = \$7.20; Water Plan 6 th Grade Environmental Day Expense = \$7.20; RIM Postage (Certified Mail) = \$4.05; Office Supply – Batteries = \$6.04; AIS Fair Expense = \$10.00	\$ 34.49
3771	Office of the Secretary of State – Notary Commission Renewal	\$ 120.00
3772	Houston County Recorder – Recording Fee – Notary Commission Renewal	\$ 20.00
3773	MN State Nursery Account – Tree Order	\$ 968.09
3774	Schumacher’s Nursery & Berry Farm Inc. – Tree Order – 50% of order	\$ 1,226.50
3775	Dahl, Josh – Bridge Creek Contract #16BC – Waste Storage Facility	\$45,167.75
3776	Toby Dogwiler – MN Corn Growers – Consultant & Mileage	\$ 5,800.00
	Total	\$55,906.96

Adjournment

NEXT MEETING--- **Regular Meeting, November 9, 2017, 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>

MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

**November 9, 2017, 1:00 p.m. Regular Meeting
Ag Service Center**

2017 Officers

Matt Feldmeier

Chair

Finance Committee: Graf & Kruse

Jerry Welke

Vice-Chair

Personnel Committee: Welke & Stenhoff

Glenn Kruse

Secretary

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

Cecil Graf

Treasurer

State Revolving Fund [JPB]: Welke

Roger Stenhoff

Reporter

One Watershed, One Plan: Feldmeier

1:00 P.M.

Chair call meeting to order.

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the October 12, 2017 board meeting minutes.

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

Treasurer's Report: Treasurer request the October 2017 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

Program Reports

- WCA – *Update*
- Buffer Implementation - *Update*
- Bridge Creek – *Update*
- MAWQCP - *Update*

WATERSHED UPDATES

Crooked Creek - Update

Bee/Duck Creek

Bear Creek

Winnebago - Update

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

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

Dan Wermager, Technician

Jean Meiners, Technician

- Buffer - *Update*

Janice Messner, Administrative Assistant

- Trees - *Update*

OLD BUSINESS

1. Cost Share Contract Signing Authorization for Dave Walter – *Discussion*

NEW BUSINESS & ACTION ITEMS

1. Job Approval Authority Ecological Sciences Delegation & Acceptance for Bob Scanlan and Dan Wermager – *Approval needed*
2. Job Approval Authority for Dave Walter – *Approval needed*
3. FY17 Buffer Law Financial Report – *Approval needed*
4. Houston County Township Nitrate-Nitrogen Sampling Program – *Approval needed*
5. Crooked Creek Watershed District contract – *Discussion/Approval needed*
6. 2018 health insurance premiums and HSA/VEBA contribution – *Approval needed*
 Single Coverage Health Insurance with a \$3,375 deductible
 - Employee portion \$30.62
 - Employer portion \$581.88 \$567.64 = \$14.24/mo increase per employee
 - HSA/VEBA \$1,687.50 \$135.42*12 = \$1,625.04 \$62.46/yr increase per employee

BRIDGE CREEK COST SHARE PROGRAM

FY16 Bridge Creek Cost Share Amendment Request

Contract #17BC for Josh Dahl requesting to amend the contract expiration date from December 31, 2017 to July 31, 2018. Due to wet weather conditions.

LOCAL CAPACITY STATE COST SHARE PROGRAM *(Funding up to 75% of cost estimate)*

FY16 Local Capacity Cost Share *(Grant expiration 12/31/18) – Available Funds \$6,806.25*

FY17 Local Capacity Cost Share *(Grant expiration 12/31/19) – Available Funds \$ 25,000.00*

FY17 Local Capacity Cover Crop Cost Share - Available Funds \$0.00

FY17 Local Capacity Cover Crop Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Hendel, Karl	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Miller, John	Cover Crop (340)	\$1,150.00	\$1,150.00	\$30/acre x 12.77777778 acres x 3 yrs. Payment Amount = \$1,150.00
Mierau, Robert	Cover Crop	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs.

	(340)			Payment Amount = \$2,700.00
Kohlmeyer, LeRoy	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Meyer, Jordan	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Graf, Mary Lou	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Mauss, Ken	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Burrichter, Matt	Cover Crop (340)	\$2,250.00	\$2,250.00	\$30/acre x 25 acres x 3 yrs. Payment Amount = \$2,250.00
Meyer, Lee	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Meyer, Jordan	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Schroeder, Jason	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00

STATE COST SHARE PROGRAM (Funding up to 90% of cost estimate)
FY17 State Cost Share (Grant expiration 12/31/18) - Available Funds **\$12,108.30**

BUFFER COST SHARE PROGRAM (Flat Rate Funding \$300/acre)
FY18 Buffer Cost Share – Available Funds **\$23,770**

MASWCD
Annual Convention, December 3 – 5, 2017 – Doubletree Hotel Bloomington

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

- Staff Reviews

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke*

*****Accounts Payable:***** Chair call for a motion to approve payables and transfer of funds.

Voucher #	Item	Amount
3778	Ronald F. Carlsen – Rent – November	\$ 1,213.19
3779	Kwik Trip – Fuel – SWCD Trucks = \$295.99; SRF Trucks = \$44.75	\$ 340.74
3780	VISA – Postage (Trees) = \$147.00; Notary Stamp = \$32.70; Lodging Annual Convention = \$101.93	\$ 281.63
3781	Peterson Company, Ltd. – 2016 Year End Financial Audit	\$ 2,650.00
3782	Hendel, Karl – Contract #04FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3783	Miller, John – Contract #10FY17CC-LC – Cover Crop – 12.77777778 acres @ \$30/acre for 3 yr	\$ 1,150.00
3784	Kohlmeyer, Leroy – Contract #06FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3785	Meyer, Jordan – Contract #03FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3786	Graf, Mary Lou – Contract #01FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00

3787	Burrichter, Matt – Contract #09FY17CC-LC – Cover Crop – 25 acres @ \$30/acre for 3 yrs.	\$ 2,250.00
3788	Mauss, Ken – Contract #05FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3789	Cable Connection & Supply Co., Inc. – AIS expense = \$264.57; Other Garments = \$61.96; AIS expense = \$65.46	\$ 391.99
3790	Schroeder, Jason – Contract #08FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3791	Mierau, Robert – Contract #07FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3792	Lind Awards – Conservationist of Year duplicate plaque	\$ 37.58
3793	MN Dept. of Ag – Tree License Renewal	\$ 250.00
3794	Janice Messner – Reimbursement – Gift Cert. for fly over Con. of Yr.	\$ 50.00
	Total	\$ 27,515.13

Adjournment

NEXT MEETING--- **Regular Meeting, December 14, 2017, 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>

MISSION STATEMENT

The Root River Soil and Water Conservation District's mission is to provide assistance to cooperators in managing the natural resources on their land. In addition, the district will continue to educate people on local conservation issues and concerns, in order to fortify and perpetuate the conservation movement.

Agenda

December 14, 2017, 1:00 p.m. Regular Meeting
Ag Service Center

2017 Officers

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

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

Flag Pledge

Introductions

Nancy North – *Dialog focus will be on pre-WRAPS and engaging others*

Minutes: Chair call for additions or corrections to the November 9, 2017 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. – 3 mtgs. @ \$75.00/each	\$ 225.00
Kruse, Glenn – 4 th Qtr. – 4 mtgs. @ \$75.00/each	\$ 300.00
Stenhoff, Roger – 4 th Qtr. – 5 mtgs. @ \$75.00/each	\$ 375.00
Welke, Jerry – 4 th Qtr. – 5 mtgs. & JPB mtg. @ \$75.00/each	\$ 375.00

Treasurer's Report: Treasurer request the November 2017 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Feedlot Program
- FY18 Local Capacity Match

Program Reports

- WCA – Update

- Buffer Enforcement - *Update*
- Bridge Creek – *Update*
- MAWQCP - *Update*

WATERSHED UPDATES

Crooked Creek - Update

Bee/Duck Creek

Bear Creek

Winnebago - Update

STAFF REPORTS

Bob Scanlan, Assistant Manager – Program Report

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

Dan Wermager, Technician

Jean Meiners, Technician

- Buffer - *Update*

Janice Messner, Administrative Assistant

- Trees - *Update*

OLD BUSINESS

1. Crooked Creek Watershed District contract – *Approval needed*

NEW BUSINESS & ACTION ITEMS

1. FY16 State Cost Share Financial Report – *Approval needed*
2. Land Stewardship Project – *Funding request for 3 One day workshops in SE Minnesota featuring Ray Archuleta – Discussion*
3. Resolution to Adopt Houston County Comprehensive Local Water Management Plan as the Comprehensive Plan for the Mississippi – La Crescent watershed for the time period of January 1, 2018 to December 31, 2022 – *Approval needed*

BRIDGE CREEK COST SHARE PROGRAM

FY16 Bridge Creek Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Washburn, Jace	Critical Area Planting (342) #20BC	\$2,925.00	\$4,085.00	\$3,925.00 x 90% = \$3,532.50 Payment Amount = \$2,925.00
Dahl, Josh	Roof Structure (367) #19BC	\$170,000.00	\$131,523.60	\$131,523.60 x 90% = \$118,371.24 \$100,000 (cap) - \$79,193.00 (EQIP) = \$20,807.00 Payment Amount = \$20,807.00

STATE COST SHARE PROGRAM (*Funding up to 75% of cost estimate or 90% if combined with other non-state funding source*)

FY17 State Cost Share (*Grant expiration 12/31/18*) - Available Funds **\$12,108.30**

FY18 State Cost Share (*Grant expiration 12/31/20*) - Available Funds **\$16,720.80**

FY16 State Cost Share Payment Request and Re-allocation of Funds

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Kjos, Don	Critical Area Planting (342) # 01FY17	\$2,295.78	\$2,295.78	\$2,295.78 x 75% = \$1,721.84 Payment Amount = \$1,1721.84 Slippage = \$1,503.16
Becker, Merle	Terrace (600) # 02FY17	\$1,850.00	\$1,726.62	\$1,726.62 x 75% = \$1,294.97 Payment Amount = \$1,294.97 Slippage = \$92.53

LOCAL CAPACITY STATE COST SHARE PROGRAM (Funding up to 75% of cost estimate or 90% if combined with other non-state funding source)

FY16 Local Capacity Cost Share (Grant expiration 12/31/18) – Available Funds **\$6,806.25**

FY17 Local Capacity Cost Share (Grant expiration 12/31/19) – Available Funds **\$25,000.00**

FY18 Local Capacity Cover Crop Cost Share (Grant expiration 12/31/20) - Available Funds **\$25,000.00** (Flat Rate per acre)

BUFFER COST SHARE PROGRAM (Flat Rate Funding \$300/acre)

FY18 Buffer Cost Share – Available Funds **\$23,770**

FY18 Buffer Cost Share Amendment Request

Contract #01FY18Buff for Steve Thom requesting to amend the contract expiration date from December 31, 2017 to June 15, 2018 and reduce the cost share amount to \$120.00. This is due to a change in the number of acres needing to be treated.

FY18 Buffer Cost Share Application (Flat Rate Funding \$300/acre)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Peterson, Patricia	03FY18Buffer	\$300 x 2.4 acres = \$720.00	\$720.00	Critical Area Planting (342)	6/15/18

MASWCD

Annual Convention, December 3 – 5, 2017 – Update

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Kruse & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

- Staff Reviews

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Welke*

*****Accounts Payable:***** Chair call for a motion to approve payables and transfer of funds.

Voucher #	Item	Amount
3796	Ronald F. Carlsen – Rent – December	\$ 1,213.19
3797	VISA – Loding – Annual Convention Con. of Yr. = \$101.93; Field Supply – Tape Measure = \$32.99	\$
3798	Kwik Trip – Fuel – SWCD Trucks = \$359.43; SRF Trucks = \$113.11	\$ 472.54
3799	ECM Publishers, Inc. – Public Notice Local Water Plan	\$ 40.50

3800	Hartford Life & Annuity Insurance Co. – Life Insurance – Policy #LU1188704 Dave Walter	\$ 90.00
3801	Bluff Country Newspaper Group – Public Notice Local Water Plan	\$ 48.00
3802	Jace Washburn - #20BC – Critical Area Planting	\$ 2,925.00
3803	Don Kjos - #01FY17 – Critical Area Planting	\$ 1,721.84
3804	Tim Nelson – MN Corn Growers – Subcontractor	\$ 2,250.00
3805	Matt Feldmeier – 4 th Qtr. Mileage	\$ 57.78
3806	Cecil Graf – 4 th Qtr. Mileage	\$ 64.20
3807	Glenn Kruse – 4 th Qtr. Mileage	\$ 42.80
3808	Roger Stenhoff – 4 th Qtr. Mileage	\$ 85.60
3809	Jerry Welke – 4 th Qtr. Mileage	\$ 80.25
3810	Merle Becker - #02FY17 – Terrace	\$ 1,294.97
3811	Gordon Meyer – Mileage – MASWCD Annual Convention = 2 vehicles @ 341miles each @ \$0.535/mile	\$ 364.87
3812	Bob Scanlan – Meal Reimbursement	\$ 53.93
3813	Petty Cash	\$ 2.66
3814	Josh Dahl - #19BC – Roof Structure (367)	\$20,807.00
	Investment Transfer of Funds (From 76-605-518-5383 Winnebago Watershed to Eitzen State Bank 10033340 Winnebago Watershed = \$1,000.00; From 76-605-000-5565 Bear Creek Watershed to Eitzen State Bank 10033399 Bear Creek Watershed = \$1,000.00; From 76-000-000-1094 to Eitzen State Bank 10033563 Capital Equipment = \$5,000.00; From 76-605-000-1089 Designated Reserve to Eitzen State Bank 10033589 S & W Designated Reserve = \$11,151.65)	\$18,151.65
	Total	\$ 30,401.94

Adjournment

NEXT MEETING --- Regular Meeting, January 11, 2018, 1:00 p.m. Ag Service Center