



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

January 11, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on January 11, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Becker called the meeting to order at 8:32 a.m.

Members Present:

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

Members Absent:

Others:

Janice Messner, Ron Meiners, Rich Stemper, Ralph Tuck and Dave Walter – SWCD Staff; Gary Larson – NRCS Staff.

Those present took part in the Pledge of Allegiance.

Officers & Appointments: Motion by Kinneberg, seconded by McManimon, to suspend rules of election of officers and use rotation method. Board officers as follows:

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

Voting affirmative: McManimon, Kinneberg, Meyer, Fruechte

Opposed: None

Motion carried.

Chair Fruechte appointed committees as follows:

Committee Appointments for 2012

Finance Committee: Meyer & Kinneberg

Personnel Committee: McManimon & Becker

RC&D: Kinneberg

RC&D: Tim Amberg (appointed Citizen at Large) – this is appointed by the Houston County Commissioners

State Revolving Fund [JPB]: Meyer

Meeting Date & Time: Motion by Kinneberg, seconded by McManimon to continue holding monthly Root River SWCD board meetings on the second Wednesday of the month at 8:30 a.m. at the Ag Service Center in Caledonia, Minnesota.

Voting affirmative: McManimon, Kinneberg, Meyer, Becker

Opposed: None

Motion carried.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the December 14, 2011 board meeting, hearing none the minutes stand as presented.

Employee Time Records: Motion by Becker, seconded Kinneberg, to approve the Employee Time Records.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg

Opposed: None

Motion carried.

Treasurer's Monthly Report: Kinneberg recommended that the October and November 2011 reports be placed on file for audit.

Motion by McManimon, seconded by Kinneberg to adapt

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

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Reported to the SWCD Board that EQIP scoring deadline is February 3, 2012.
- Reported to the SWCD Board that Conservation Stewardship Program (CSP) contracts for 2011 have all been paid. New applications for the upcoming year are being accepted till Friday, January 13, 2012.
- Reported to the SWCD Board the new MRBI rates have been rolled out. Ron Meiners is overseeing the mailing of letters to eligible landowners. The new rate is \$3,400/acre on cropland with this perpetual easement.
- Reported to the SWCD Board that he will be attending the Food & Agriculture Emergency Response Planning Meeting on Tuesday, January 31, 2012 hosted by MDA. The meeting will cover a range of topics including Minnesota's food and agriculture production systems; state emergency response planning; state and county roles and responsibilities; biosecurity; foreign animal diseases and simulated outbreaks; tabletop exercises, using possible scenarios, to enhance planning; and, review of key elements needed in county emergency response planning.
- Introduced to the SWCD Board the Agricultural Energy Management Plan (AgEMP) being offered through EQIP contracts.

Ralph Tuck, SWCD District Report

- Presented to the SWCD Board his letter of resignation effective February 22, 2012. **Motion** by Kinneberg, seconded by Meyer accepting Tuck's resignation. Discussion continued regarding program responsibilities for the WCA and Water Plan programs along with other managerial responsibilities. McManimon raised the question of the District's financial responsibilities on severance for Tuck. Tuck suggested that the board might want to get together in a week, holding a special meeting, to discuss and review options for the direction they would like to take. The consensus of the Board was to continue the discussion on how to proceed at the February board meeting.

Voting affirmative: McManimon, Meyer, Kinneberg Opposed: Becker Motion carried.

- Reported to the SWCD Board that in communicating with David Studenski, Army Corp of Engineers, the EPA may be stepping in on the DNR Winnebago Watershed project site.
- Reported to the SWCD Board that he has been working on the Pay Equity Report. **Motion** by Becker, seconded by Kinneberg, approving the submittal of the prepared report. In discussion Tuck stated that the pay rate must be made available at the public library and be posted on the bulletin board in the SWCD office.

Voting affirmative: McManimon, Meyer, Kinneberg, Becker Opposed: None Motion carried.

Old Business

McManimon asked Tuck for clarification on the health insurance options that were made available to employees and information provided along with the minutes from the December 2011 minutes.

New Business

Motion by Kinneberg, seconded by Becker, approving the 2011 – 2012 MASWCD dues covering the time period of November 1, 2012 – October, 31, 2012 in the amount of \$1,938.00.

Voting affirmative: McManimon, Meyer, Kinneberg, Becker Opposed: None Motion carried.

Motion by Meyer, seconded by Kinneberg, approving the Crooked Creek Watershed Agreement for Services with the Root River SWCD for 2012.

Voting affirmative: McManimon, Meyer, Kinneberg, Becker Opposed: None Motion carried.

Meiners reported that employee reviews have been conducted and were discussed with Tuck. Fruechte asked if there were any major issues. Meiners stated that there were no major issues.

Root River SWCD Financial Statements December 31, 2010. Supervisors asked if there was anything in particular that was found with the audit. Tuck stated that the auditor had made a change or two as noted in the report but nothing major.

STATE COST SHARE PROGRAM

FY'11 **\$ 3,661.18**

State Cost-Share Application:

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Scanlan, Bob	08FY11	\$2,300.00	\$1,725.00	Critical Area Planting - 4 sites	July 1, 2012 – August 10, 2012

Motion by Becker, seconded by Meyer, approving State Cost-Share application request for above listed project for Bob Scanlan in the amount of \$1,725.00. Contract #08FY11.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Feedlot

Walter reported that a parlor and free stall has been put in on the Ron Troendle farm. Two stage manure storage and open lot are in the preliminary stages.

Bear Creek – No report.

MASWCD

The Legislative Briefing & Day at the Capitol is scheduled for February 15 – 16, 2012 at Embassy Suites, St. Paul – Downtown with a conference registration of \$65.00. Discussion followed. No one will be attending this year.

Tuck reviewed SWCD supervisory position election options. **Motion** by Kinneberg, seconded by Becker, to leave this procedure as it is currently.

Voting affirmative: Meyer, Kinneberg, Becker Opposed: McManimon Motion carried.

Water Plan - No report.

Committee Reports

FINANCIAL COMMITTEE: Meyer & McManimon – No report.

PERSONNEL COMMITTEE: Fruechte & Kinneberg – No report.

RC & D: Kinneberg – Kinneberg reported he had submitted a picture of contour strips in Houston County to the paper which in turn was published. The RC & D director made recognition of this and shared it with the rest of the RC & D.

The next meeting will be held Monday, January 30, 2012.

JOINT POWERS COMMITTEE: Meyer – No report.

*****Accounts Payable:*****

Motion by Becker, seconded by McManimon, approving the Accounts Payable for January 2012. It was noted that voucher 2843 is being approved using the amount for the 2011 sales & use tax when computed.

Voucher #	Item	Amount
2835	MCIT – Workers Compensation = \$1,597.00; Liability & Bond Ins. = \$4,031.00	\$5,628.00
2836	Ron Carlsen Enterprises, Inc. – Office Rent January	\$808.79
2837	Josh Bedard – Push-Up Pond w/no pipe Pond – 2011 - #6	\$300.00
2838	Hartford Life & Annuity Ins. Co. – Life Insurance – Ron Meiners	\$90.00

	Policy # LU 1173261	
2839	Kwik Trip – Fuel – SRF Truck = \$0.00; Fuel – SWCD Trucks = \$150.47	\$150.47
2840	DVS Renewal – Registration for 2008 Chev = \$16.00; Registration for 2008 Ford = \$16.00	\$32.00
2841	MASWCD – MASWCD Dues 2011 – 2012	\$1,938.00
2842	Houston County Recorder – Stoltz, Rosie – Recording fee for Permanent Conservation Practice	\$46.00
2843	MN Dept. of Revenue – 2011 Sales & Use Tax	\$
2844	Postmaster – 3 rolls Forever stamps @ \$44.00/roll	\$132.00

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Meeting adjourned at 10:01 a.m.

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

By Vern Funn HT
Secretary

2-8-12
Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

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(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD January 30, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on January 30, 2012 at the Ag Service Center in Caledonia, Minnesota for a special meeting. Chair Fruechte called the meeting to order at 5:00 p.m.

Members Present:

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

Members Absent:

Others:

Ralph Tuck, Ron Meiners, Dave Walter, Janice Messner – SWCD Staff; Jack Miller, Justin Zmyewski – Houston County Commissioners.

Those present took part in the Pledge of Allegiance.

Chair Fruechte stated that he as well as the SWCD had received a call from Mary Kells, BWSR, regarding the transition of Ralph Tuck's retirement. He reported on Wednesday, January 25, 2012 that some of the SWCD staff along with Tony Becker and Joe McManimon met with the county commissioners regarding Water Plan and WCA. He also reported that Mary Kells and Don Buckout would be attending the Water Plan meeting on Thursday, February 2, 2012 to talk about the transition seeing Tuck is the Water Plan coordinator and the concerns with meeting the requirement of preparing the five year plan for the Water Plan in 2012. Don Buckout will be working with the SWCD, Crooked Creek Watershed and Water Plan on conducting a PRAP (Performance Review Assistance Program) evaluation. This comes at a good time with the transition of district management.

Board members raised questions of job qualifications for a district manager as well as job description. Tuck reviewed the personnel policies on these items. Tuck recommended that the board evaluate the current job description for the district manager and make any necessary changes.

Board members felt that reviewing all options available would be wise. It was the opinion of some of the board members to look at appointing duties to the current in-house staff.

Concerns with meeting current workload obligations were discussed amongst all in attendance. Commissioners asked if any other staff members have grant writing experience.

Enhancing the SWCD ties with the county was expressed.

It was the general conscientious of those in attendance to move forward with the PRAP evaluation and review recommendations that are received from that evaluation.

Motion by Kinneberg seconded by Becker, to immediately rescind current furlough for SWCD staff.

Voting affirmative: Kinneberg

Opposed: McManimon, Becker, Meyer

Motion failed.

Chair Fruechte adjourned the meeting at 5:58 p.m.

NEXT MEETING---

February 8, 2012, 8:30 a.m. Ag Service Center

By *Vern Swabte*
Secretary

2-8-12
Date



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MINUTES OF THE ROOT RIVER SWCD

February 8, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on February 8, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:30 a.m.

Members Present:

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

Members Absent:

Doug Meyer	Secretary
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Others:

Ralph Tuck, Ron Meiners, Rich Stemper, Dave Walter, Janice Messner – SWCD Staff; Gary Larson – NRCS Staff ; Jack Miller, Justin Zmyewski – Houston County Commissioners.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the January 11, 2012 board meeting and January 30, 2012 special board meeting, hearing none the minutes stand as presented.

Employee Time Records: Motion by Becker, seconded Kinneberg, to approve the Employee Time Records.

Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

Treasurer's Monthly Report: Kinneberg recommended that the December 2011 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Reported to the SWCD Board that EQIP scoring deadline is February 3, 2012. Currently \$400,000 plus forestry funds.
- Reported to the SWCD Board that CRP general sign-up will be held during the month of March.
- Reported to the SWCD Board that Thurman Tucker of the Pheasants Forever proposed the possibility of funding an employee to work with quail habitat in Houston County. The employee would be housed here in our office and would be under SWCD supervision.
- Reported to the SWCD Board that Minnesota and Iowa NRCS state offices are working together to hire a Soil Conservationist for the Bee/Duck Creek Watershed.
- Reported to the SWCD Board that a new photo/printer/scanner/fax machine was installed and also acquired 100 hours for Mary Staggemeier. A budget has not been approved at this time.

Ralph Tuck, SWCD District Report

- Reported to the SWCD Board that he has been having discussion with some staff and is working on transitioning duties.
- Reported to the SWCD Board that the Houston County Water Plan and the Root River SWCD have been selected for a PRAP audit on BWSR programs. There is a grant program that offers up to \$20,000 to assist in the expense of conducting the audit. Application must be completed and the soonest funds may be available would be April.

McManimon questioned if the process of PRAP had been started for the Water Plan. Tuck stated it had. McManimon also questioned if the audit would need Mary Kells assistance. Tuck felt that it could be completed without her assistance.

Becker raised the question of keeping Tuck on staff for the Water Plan and WCA programs with minimal hours. Tuck offered his services. Benefits and salary were briefly mentioned. Fruechte stated at some point that Tuck would need to be done.

Old Business

Meiners updated the board on the training session he and Dave Walter attended on January 31, 2012. It was hosted by Houston County Emergency Management in cooperation with MN Dept. of Ag. It covered managing an emergency animal disease in the county.

A reminder of the presentation of the Sally Kinneberg Memorial Environmental Award being presented today at 11:00 a.m. to Brad Harguth at the High School during a natural resource class. Those attending Ron Meiners, Dave Walter, Glenn Kinneberg, Jack Miller and Justin Zmyewski.

New Business

Motion by Becker, seconded by Kinneberg, approving a 2012 Envirothon donation of \$175.00; SE SWCD Technical Support JPB Annual Contribution of \$500.00; 2012 SE MN MASWCD dues of \$500.00 and MACDE Membership fee of \$20 per employee.

Voting affirmative: McManimon, Kinneberg, Becker Opposed: None Motion carried.

Meiners presented information on a time and attendance system. Miller stated that the county just approved a time system that we may be able to interface with for payroll/time cards. **Motion** by Becker, seconded by McManimon, to approve the purchase of a time system.

Voting affirmative: McManimon, Kinneberg, Becker Opposed: None Motion carried.

Meiners shared Steele County's conservation calendar.

Meiners met with Winona County SWCD regarding letter of support for a grant application through LCCMR for easement funding to offer to landowners that have property with frac sand. Meiners stated that funding would be coming through MN Land Trust and thought that funds would not be available for approximately two years.

STATE COST SHARE PROGRAM

FY'11 \$ 1,936.18

Feedlot

Miller shared that he had recently attended a state MPCA hearing and expressed concern about communication and the need to be working together.

Walter reported that he would be sitting in on a feedlot review with PCA on Friday, February 10th at 9:00 a.m.

Bear Creek – No report.

MASWCD

Tuck stated a reminder of the Legislative Briefing & Day at the Capitol is scheduled for February 15 – 16, 2012 at Embassy Suites, St. Paul. No one from our SWCD will be attending this year.

Water Plan – refer to Tuck's agency report.

Committee Reports

FINANCIAL COMMITTEE: *Meyer & McManimon* – No report.

PERSONNEL COMMITTEE: *Fruechte & Kinneberg* – Did not meet. It was stated that something needed to be done with the opening manager’s position. Miller stated that the county may be able to offer some services that would cover portions of the manager duties such as grant writing. A meeting was set for Monday, February 13th at 8:30 a.m. to work with Tess, Houston County HR, Miller, Tuck, Meiners, McManimon and Becker to determine needs and create an updated job description for the manager position.

Chair Fruechte appointed Ron Meiners as the interim manager.

Motion by Kinneberg, seconded by McManimon, to have all employees back to full time. Discussion followed.
 Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

RC & D: *Kinneberg* – Kinneberg reported they met on February 6th. Beckman will be the new chair. Miller questioned what the function of the RC & D is. Tuck gave a description.

JOINT POWERS COMMITTEE: *Meyer* – No report.

Staff Reports

McManimon questioned how tree sales were doing. Walter reported that approximately half of what was ordered has been sold.

Motion by Kinneberg, seconded by Becker, adopting the following amendment to the December 2011 meeting minutes. *Both Fruechte and Kinneberg questioned Tuck about his additional employment. Brief statement of concern was made by both.*

Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

*****Accounts Payable:*****

Motion by Becker, seconded by Kinneberg, approving the Accounts Payable for February 2012.


Voucher #	Item	Amount
2845	Ron Carlsen Enterprises, Inc. – Office Rent February	\$808.79
2846	Kwik Trip – Fuel – SRF Truck = \$112.39	\$112.39
2847	Houston County Recorder – Hoiland, Phil – Recording fee for RIM Easement	\$46.00
2848	Goodhue County SWCD – 2012 Envirothon Donation	\$175.00
2849	SE SWCD Technical Support JPB – Annual Contribution – 2012	\$500.00
2850	SE MN MASWCD – 2012 SE MASWCD Dues	\$500.00
2851	Glenn Kinneberg – Reimbursement for plaque – retirement – Ralph Tuck	\$18.00
2852	Wiebke Tire – Oil change on '08 Chevy Silverado = \$43.51 & '08 Ford F-150 = \$48.05	\$91.56
2853	Brandy Nohrenberg – Reimbursement – Infant Water Testing	\$28.00
2854	MACDE – 2012 membership dues for Rich Stemper, Dave Walters, Ron Meiners, Janice Messner @ \$20.00 each	\$80.00

Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

Fruechte declared the meeting adjourned at 10:04 a.m.

The supervisors presented Tuck a plaque honoring his retirement and years of service.

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


 Secretary

3-9-12
 Date



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Minnesota Soil and Water Conservation Districts

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Suite 1, Agricultural Service Center
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MINUTES OF THE ROOT RIVER SWCD

March 9, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on March 9, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:00a.m.

Members Present:

Vernon Fruechte	Chair
Joe McManimon	Vice-Chair
Dough Meyer	Secretary - via teleconference
Glenn Kinneberg	Treasurer
Tony Becker	Reporter

Members Absent:

Others:

Janice Messner, Ron Meiners – SWCD Staff; Lance Klessig – NRCS Staff; Don Buckhout, Steve Lawler – BWSR Staff; Ervin Barth, Rick Frank, Norman Oseth, Brian Pogodzinski, Arlyn Pohlman, Mary Thompson – Houston County Water Plan Committee Members; Gary Larson - NRCS Staff & Houston County Water Plan Committee Member; Mary Kells – BWSR Staff & Houston County Water Plan Committee Member.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the February 8, 2012 board meeting, hearing none the minutes stand as presented.

Employee Time Records: Motion by Becker, seconded Kinneberg, to approve the Employee Time Records.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Treasurer's Monthly Report: Kinneberg recommended that the January 2012 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Presented and reviewed with the SWCD Board the Memorandum of Understanding between NRCS and the Root River SWCD.
- Reported to the SWCD Board that the first round of EQIP contracts are currently being signed.
- Reported to the SWCD Board that March is Women's History Month and highlighted different events that have happened through the years.
- Lance Klessig reported to the SWCD Board the different practices involved with the EQIP applications that are moving into contracts.
- Reported to the SWCD Board that with the General CRP sign-up period taking place there may be a possibility of offering the District the opportunity to do the conservation plans on these sign-ups through a contribution agreement. Fruechte inquired about the signing of a Farm Bill.

Ron Meiners, SWCD District Report

- Reported to the SWCD Board that David Studenski, Army Corp of Engineers has sent the determinations on the Winnebago projects. We therefore are able to move forward and are currently working with FEMA on meeting all the Phase II application requirements.
- Updated the SWCD Board on the remaining flood projects. He stated that the Staggemeyer and Weymiller projects may not go in due to dam safety permit complications.
- Reported to the SWCD Board that Ralph Tuck's severance of remaining vacation pay and half of his sick leave time have been paid. Tuck will be taking over his life insurance coverage through Hartford Life & Annuity.
- Reported to the SWCD Board that Caledonia High School has two teams registered for the Envirothon that will be held in Faribault, MN this year. Currently there are 12 teams registered for the event. The decline in registration may be due to budget cuts in the schools. Root River SWCD will not be sending a representative to help with the event this year due to present workload.
- Reported to the SWCD Board that he, Ralph Tuck, Tony Becker and Joe McManimon had met with County HR Director for guidance with how to proceed with Tuck's upcoming retirement as district manager. The HR Director has provided a draft organizational chart as well as job descriptions for the District Manager and Administrative Clerk positions based from information that was shared when the group met together. A job description for the Technician position will be forthcoming. The HR Director noted that these are working copies and are intended for needed revisions.
- Gave an overview of the Area VII Employee Meeting to the SWCD Board. Main topic was the new way business will need to be conducted with the SWCDs with the Biennial Budget Request. Also Forest Management practices offered through The Nature Conservancy grant. Meiners stated he has requested additional information on this opportunity.

Old Business

The FY12 Base Grant Technical Assistance Option Request has been prepared for submission and needs board chair's signature.

Motion by Becker, seconded by Kinneberg, approving the signature.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Hokah Wetland Bank Grant - Meiners reported that the area that is in this grant is located on the Don Walker farm in Hokah. The District is to oversee this project if the work is contracted out or it can be performed by the District. The grant is for approximately \$8,000. Steve Lawler and Ron Meiners will be doing a dormant seeding this afternoon on the site. Tree planting will need to be done on the site. Discussion on advertising for tree planting to be done on the site. **Motion** by Becker, seconded by Kinneberg, to follow a bid process and advertise by sending Invitation to Bid to contract list individuals/companies and through Invitation to Bid in local newspapers with a site showing and bid opening at the beginning of April.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Meiners gave the Board an update on the Jerred Roth wetland project and the complications that have arisen.

New Business

Steve Lawler of BWSR reviewed the responsibility requirements of the SWCD for the WCA program. Training opportunities and cost was discussed. **Motion** by Becker, seconded by Kinneberg, appointing Ron Meiners as the SWCD interim representative.

Becker then amended his motion which was again seconded by Kinneberg, appointing Ron Meiners as the SWCD interim representative and to reserve a space for the July 2012 Five Day Wetland Delineation training in Farmington, MN.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Meiners stated that he had been contacted by WHKS Consulting regarding the Wagonwheel Trail. This is a walking trail that is attempting to be put in between La Crescent, MN and La Crosse, WI. This trail would consist of a closed segment of railroad bed and is also located in a wetland. Steve Lawler volunteered to help Meiners field questions and offered any application assistance that may be needed.

Meiners reported that he has been in contact with Brian Watson, district manager of the Dakota County SWCD, regarding assistance during our transitional period. Watson offers a service of reviewing the SWCD process, procedures, structure, etc. for a nominal fee and makes recommendations to the SWCD and their board. Meiners felt Watson's services would be of great value during this transitional period. Mary Kells also stated that Watson helped the Winona County SWCD during their transitional period. The question was raised if Watson would charge for attending an interview like meeting with the board at the next board meeting.

Meiners will check on this. A suggestion of paying Watson's mileage perhaps may be appropriate for his time to attend our next board meeting. **Motion** by Becker, seconded by Meyer, to invite Watson to our next board meeting to discuss his services.
 Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Meiners reported to the SWCD that after reevaluating the FY12 Clean Water Fund Clean Water Assistance Grant Application it is felt that the project applicants would receive enough funding through EQIP that the state grant funds would not be needed. **Motion** by Becker, seconded by McManimon, to cancel the FY12 Clean Water Fund Clean Water Assistance Grant application request.
 Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Motion Kinneberg, seconded by McManimon, to extend the 2012 Annual Plan deadline to May 2012. Discussion. Kinneberg amended his previous motion. **Motion** by Kinneberg, seconded by McManimon, approving the SWCD to request a 60 day extension from BWSR for the SWCD's 2012 Annual Plan.
 Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

The board was provided with the SWCD's 2011 Annual Financial Report. Meiners stated that Messner has consulted with Ralph Tuck, retired district manager and Bill Eisele of BWSR in regards to a \$7,426.47 discrepancy. The reports have been reviewed by both with no success locating the discrepancy. Bill Eisele has provided a letter stating to submit our reports reducing our assets by the discrepancy amount with the assumption that our auditor may locate the discrepancy during the required yearly audit and readjust our assets at that time. **Motion** by Becker, seconded by Kinneberg, approving the submittal of the 2011 Annual Financial Report with the discrepancy adjustment.
 Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Motion by Becker, seconded by Kinneberg, to obtain a bid from James Maiser, CPA for the required 2011 Year End Audit and if it is out of the ball park then obtain a bid from someone else.
 Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Motion by Kinneberg, seconded by Becker, approving the payment of employee dues for Area VII in the amount of \$10/employee.
 Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Motion by Kinneberg, seconded by Becker, approving the reimbursement of the \$15 registration fee to employees that attended SE MACDE Employees Meeting.
 Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Meiners requested that the April board meeting date be set a week early. A tentative date of Wednesday, April 4, 2012 at 8:30 a.m. was set.

Meiners reported that he has been working with Messner on the 2012 Draft Budget revisions and will present that information at the April board meeting.

Motion by Kinneberg, seconded by Becker, appointing Ron Meiners as the SWCD authorized representative for Phase II of the FEMA Hazard Mitigation Grant for the Winnebago watershed projects.
 Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Mary Kells stated that BWSR needs to be provided with the Phase I final report as well as a copy of the Phase II application for the FEMA Hazard Mitigation Grant for the Winnebago watershed projects.

STATE COST SHARE PROGRAM

FY'11 \$ 1,936.18

Feedlot

Messner reported that in passing Dave Walter had stated he has been working with individuals whose feedlots are out of compliance.

Bear Creek

Larson reported that there will be inspections of the flood control projects this spring. Digital photos are being required as part of the reporting on the inspections. Larson also stated that there are a few projects from last year's inspection that the SWCD still needs to have maintenance completed on.

MASWCD

Motion by Kinneberg, seconded by McManimon, approving payment of \$15 registration fee per person for SE MASWCD Spring Meeting being held Wednesday, March 28, 2012.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Water Plan

Meiners reported that the March 1st Water Plan meeting discussion was primarily the review of the goals and achievements of the Water Plan for the PRAP evaluation.

Motion by Becker, seconded by Kinneberg, approving Ron Meiners to approach the County Board for a resolution of extension of the Comprehensive Water Plan update.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Committee Reports

FINANCIAL COMMITTEE: *Meyer & Kinneberg* – No report.

PERSONNEL COMMITTEE: *McManimon & Becker* – **Motion** by Becker, seconded by McManimon, appointing Ron Meiners to stand in as the SWCD’s WCA representative till the end of the transitional period.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

RC & D: *Kinneberg* – Kinneberg informed the board that the next RC & D meeting was rescheduled to Monday, March 26th. Larson added that a joint conservationist is to be put on staff in the beginning of April 2012. The role of this position is to promote and pursue better conservation and practices in the Bee/Duck Creek watershed.

State Cost-Share Program

Larson reported to the SWCD Board that the Pete Feils project that is funded through EQIP and Flood State Cost-Share is going to need to have a Stormwater Permit for construction. Larson stated that historically the SWCD has paid the permit fee while NRCS provides the necessary plan that needs to be submitted with the permit application. **Motion** by Becker, seconded by McManimon, to pay for the Stormwater Permit fee for the Pete Feils project.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Additional Committee Report

JOINT POWERS COMMITTEE: *Meyer* – Meyer requested to Mary Kells that he be removed from the Joint Powers Financial Committee due to health limitations. Meyer will still serve on the Joint Powers Board.

Staff Reports

Messner updated the board on the progress of the District tree sales. She also shared information on supervisors submitting Letter to Editor as a way of educating the public on conservation. This information was presented at the SE MACDE Area VII Employee Meeting.

*****Accounts Payable:*****

Motion by Becker, seconded by Kinneberg, approving the Accounts Payable for March 2012.

Voting affirmative: McManimon, Meyer, Becker, Kinneberg Opposed: None Motion carried.

Voucher #	Item	Amount
2855	Schumacher’s Nursery & Berry Farm Inc – Special Order - Paper Birch	\$19.25
2856	MN State Auditor – Standards & Procedures Review	\$92.00
2857	Ron Carlsen Enterprises, Inc. – Office Rent March	\$808.79
2858	Hartford Life & Annuity Ins. Co. – Life Insurance – Policy # LU1188704 Dave Walter; Policy # LU1039333 Rich Stemper	\$180.00
2859	B & M Service Center – ’08 Ford Wiper Blades	\$25.08
2860	Kwik Trip – Fuel – SRF Truck = \$141.52; SWCD Trucks = \$198.13	\$339.65
2861	Ron Meiners – Registration Fee Reimbursement – Employee Mtg. 3/6/12	\$15.00
2862	Janice Messner – Registration Fee Reimbursement – Employee Mtg.	\$15.00

	3/6/12	
2863	Postmaster – Tree Postage – 26 @ \$0.04/each; 50 postcards w/postage @ \$0.35/each	\$18.54
2864	SE MACDE – Area VII Employee Dues - \$10/each @ 4	\$40.00
2865	SE MASWCD – Spring Mtg. 3/28/12 – Registration for 2 @ \$15/ea.	\$30.00
	Total	\$1,583.31

Please note that Voucher 2865 was added per motion to pay registration fee for those interested in attending the SE MASWCD Spring meeting on 3/28/12.

Water Plan & SWCD PRAP review was led by Don Buckhout of BWSR.
 Supervisor Meyer disconnected from the meeting during the review.

Motion by Becker, seconded by McManimon, for meeting adjournment at 11:30 a.m.
 Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

NEXT MEETING – Regular Board Meeting - Wednesday, April 4, 2012, 8:30 a.m. Ag Service Center



 Secretary

4-4-12

 Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

April 4, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on April 4, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:30 a.m.

Members Present:

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

Members Absent:

Doug Meyer Secretary

Others:

Ron Meiners, Dave Walter, Janice Messner – SWCD Staff; Gary Larson – NRCS Staff; Mary Kells, Don Buckhout – BWSR.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the March 9, 2012 board meeting, hearing none the minutes stand as presented.

Employee Time Records: Motion by Becker, seconded Kinneberg, to approve the Employee Time Records and Supervisor Quarterly Per Diems.

Supervisor Per Diem

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

Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

Treasurer's Monthly Report: Kinneberg recommended that the February 2012 report be placed on file for audit.

Agency Report:

Ron Meiners, SWCD District Report

- Reported to the SWCD Board that the trees for the Hokah Wetland Bank project had been ordered and the area for the work has been flagged. One bid was received from Myhre Construction, LLC and opened at this meeting. **Motion** by Becker, seconded by Kinneberg, to accept the bid of \$5,675 submitted by Chad Myhre of Myhre Construction, LLC for the Hokah Wetland Bank project.

Voting affirmative: McManimon, Kinneberg, Becker Opposed: None Motion carried.

- Reported to the SWCD Board that he took the Corp and EPA and viewed all 5 sites associated with the Winnebago watershed. They now have 30 to 60 days to get their information and comments to the Corp. He also reported that he and Jennifer Nelson of FEMA have been communicating. Nelson does not foresee the two remaining FEMA projects going in this year and has stated that the cost benefit ratio for these two sites may be re-evaluated.

RC & D: Kinneberg – Kinneberg reported that John Beckwith will now be overseeing the RC & D. Kinneberg also reported that he attended the meeting on March 26th. The main discussion was on how to use the RC & D.

JOINT POWERS COMMITTEE: Meyer – No report.

Staff Reports

Walter reported during Feedlot report that he had been working with the Hokah Wetland Bank project and putting time in on Root River Watershed program. He also reported on district tree sales and delivery dates.

*****Accounts Payable:*****

Discussion on withholding the submission of voucher # 2868. **Motion** by Becker, seconded by Kinneberg, approving the Accounts Payable for April 2012 less the submission of voucher #2868.

Voucher #	Item	Amount
2866	Ron Carlsen Enterprises, Inc. – Office Rent April	\$808.79
2867	Schumacher’s Nursery & Berry Farm Inc – Special Order Lilac & Sugar Maple, Amur Maple, Lombardy Poplar, Sugar Maple, Silver Maple, Black Walnut = \$710.75; Hokah Wetland Bank = \$255.50	\$966.25
2868	University of Minnesota – Registration fee – 5 Day Wetland Delineation Course	\$875.00
2869	Blackburn Mfg. Co. – 3,000 4” x 5” Flo Pink Flags w/24” wire	\$212.97
2870	SE MN Water Resources Board – 2012 County Dues	\$4,000.00
2871	Tony Becker – 1 st Qtr. Mileage – 140 miles @ \$0.555/mile	\$77.70
2872	Vernon Fruechte – 1 st Qtr. Mileage – 48 miles @ \$0.555/mile	\$26.64
2873	Glenn Kinneberg – 1 st Qtr. Mileage – 244 miles @ \$0.555/mile	\$135.42
2874	Joe McManimon – 1 st Qtr. Mileage – 346 miles @ \$0.555/mile	\$192.03
2875	Doug Meyer – 1 st Qtr. Mileage – 80 miles @ \$0.555/mile	\$44.40
2876	Affordable Technology Solutions – Office Supplies – Ink for Deposit Stamper	\$6.83
2877	Caledonia True Value – Trees – Packing Tape 3 rolls @ \$3.29 plus tax	\$10.54
2878	RC & D – 2012 Council Membership	\$300.00
2879	Hartford Life & Annuity Ins. Co. – Life Insurance – Policy # LU1173261 Ron Meiners	\$90.00
2880	Kwik Trip – Fuel – SRF Truck = \$79.72; SWCD Trucks = \$215.45	\$295.17
2881	ECM Publishers, Inc. – Hokah Wetland Bank Invitation for Bids	\$40.01
2882	Postmaster – Water Plan 1 roll @ \$45; 1 roll @ \$45	\$90.00
2883	Root River SWCD – Petty Cash – Postage = \$65.00; RIM Postage = 6.80; Miscellaneous = \$1.07	72.87
	Total	\$8,244.62

Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

Fruechte declared the meeting adjourned at approximately 11:00 a.m.

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

 Secretary Date 5-9-12



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

May 9, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on May 9, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:30 a.m.

Members Present:

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

Members Absent:

Doug Meyer	Secretary
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Others:

Ron Meiners, Rich Stemper, Dave Walter, Janice Messner – SWCD Staff; Gary Larson – NRCS Staff; Brian Watson – consultant; Ralph Tuck.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the April 4, 2012 board meeting, Meiners requested clarification of a motion under New Business. The following was decided, *amend following motion under New Business from “Motion by Becker, seconded by Kinneberg, authorizing the chair, Fruechte, to sign the contract for Watson’s services when it arrives” to Motion by Becker, seconded by Kinneberg, authorizing the chair, Fruechte, to sign the contracts for Watson’s services and BWSR assistance when they arrive.*

Motion by Becker, seconded by McManimon approving the minutes with the above listed amendment.

Voting affirmative: McManimon, Kinneberg, Becker Opposed: None Motion carried.

Employee Time Records: Motion by Becker, seconded Kinneberg, to approve the Employee Time Records.

Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

Treasurer’s Monthly Report: Kinneberg recommended that the March 2012 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Shared information with the SWCD Board on the NRCS Field Office of the Future, highlighting budget savings and sharing of services.
- Reported to the SWCD Board that projects are still going in but the rain has delayed things a little. Pete Feils is to select contractor and now has it narrowed down.

Ron Meiners, SWCD District Report

- Reminded the SWCD Board that supervisor election filing period is May 22nd – June 5th and encouraged supervisors to be talking with individuals about running for the open supervisory positions. Meiners shared the news article, which the SWCD staff submitted, in *The Argus* about the upcoming filing period.
- Clarified with the SWCD Board information regarding the potential coordination of the Water Plan and Crooked Creek Watershed district management plan that was shared at the last meeting. Jeff Nielsen, BWSR, thought it

Water Plan

Meiners reported that the committee met on May 3rd and that the committee as a whole did not have any PRAP report comments for Buckhout but had received comments from one committee member.

Committee Reports

FINANCIAL COMMITTEE: *Meyer & Kinneberg* – Kinneberg directed a question to Meiners inquiring how we are sitting financially. Meiners stated that he and Messner did a review and everything looks good for now.

PERSONNEL COMMITTEE: *McManimon & Becker* –No report.

RC & D: *Kinneberg* – Kinneberg reported that the RC & D has a meeting on May 21st in Rochester and was wondering if there were any projects our county wants the RC & D to work on? None were brought forward at this time.

JOINT POWERS COMMITTEE: *Meyer* – Meiners reported during a recent conversation Meyer had requested to be released from serving as the SWCD representative on the Joint Powers Committee due to health concerns. Meiners will contact Glen Roberson to see how we need to proceed with Meyer’s request.

*****Accounts Payable:*****

Motion by Becker, seconded by McManimon, approving the Accounts Payable for May 2012.

Voucher #	Item	Amount
2884	Ron Carlsen Enterprises, Inc. – Office Rent May	\$808.79
2885	Bluff Country Newspaper Group – Hokah Wetland Bank Invitation for Bids	\$35.50
2886	Myhre Construction, LLC – Project Payment - Hokah Wetland Bank	\$5,675.00
2887	Schulte Farms – State Cost-Share Project - #09FY11 – Grassed Waterways (4 sites)	\$2,111.25
2888	BWSR – Return of State Cost-Share Flood Funds FY09FR2	\$7,932.19
2889	Schumacher Nursery – Trucking fee = \$200; Direct Ship Trucking fee & 75 Lombardy Poplar = \$80.49	\$280.49
2890	Winneshiek SWCD – Bear Creek Inspection Tour – Half of Lunch Cost	\$45.84
2891	Keith Oitzman – Infant Water Test Reimbursement	\$28.00
2892	Kwik Trip – Fuel – SRF Truck = \$86.22; SWCD Trucks = \$224.87	\$311.09
2893	G-Cubed – Phase 4 Staggemeyer site – Soils Analysis/Geotechnical Report	\$4,000.00
	Total	\$21,228.15

Voting affirmative: McManimon, Becker, Kinneberg Opposed: None Motion carried.

Fruechte gave the floor to Brian Watson. Watson stated he will be talking to the SWCD staff about their position responsibilities after today’s meeting. He also stated that he would be attending the monthly board meetings and would be providing the board with monthly reports. He hopes to report on staffing for the June meeting.

Tree sales for 2012 were discussed. Approximately 9,000 trees were reported as being sold. Also the State Nursery availability for next year was discussed.

Meiners reported on the Jerred Roth project a new contractor has been brought in to complete this project.

NEXT MEETING – Regular Board Meeting - Wednesday, June 6, 2012, 8:30 a.m. Ag Service Center

Fruechte declared the meeting adjourned at 10:11 a.m.


Secretary

6-6-12
Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

June 6, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on June 6, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Vice-Chair McManimon called the meeting to order at 8:30 a.m.

Members Present:

Tony Becker Reporter
Joe McManimon Vice-Chair
Doug Meyer Secretary

Members Absent:

Vernon Fruechte Chair
Glenn Kinneberg Treasurer

Others:

Ron Meiners, Dave Walter, Janice Messner – SWCD Staff; Gary Larson – NRCS Staff; Brian Watson – consultant.

Those present took part in the Pledge of Allegiance.

Minutes: Vice-Chair McManimon called for any additions or corrections to the minutes from the May 9, 2012 board meeting.

Motion by Meyer, seconded by Becker, approving the minutes as presented.

Voting affirmative: Meyer, Becker, McManimon Opposed: None Motion carried.

Employee Time Records: **Motion** by Becker, seconded Meyer, to approve the Employee Time Records.

Voting affirmative: Meyer, Becker, McManimon Opposed: None Motion carried.

Treasurer's Monthly Report: Meyer recommended that the April 2012 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Shared information with the SWCD Board that he is working with Kasey Taylor in coordinating for the tech position for the Bee/Duck Creek watershed.
- Reported to the SWCD Board that the third and final round of scoring and ranking for 2012 EQIP funds closed on Friday, June 1, 2012.
- Shared with the SWCD Board that there are 36 CRP contracts 14 additional continuous CRP contracts through FSA that are expiring and will more than likely be renewing. He stated that there may be a possibility of being able to offer the SWCD a contribution agreement for the CRP contract plans if funding is made available through NRCS to do so.
- Informed the SWCD Board that a contractor has been hired for the Pete Feils project and permits are being sought to move the project into construction. Brent Schroeder is handling the permitting process.
- Reported to the SWCD Board that NRCS technical staff has been performing survey work for various projects.

Ron Meiners, SWCD District Report

- Reported to the SWCD Board that the '08 Ford had some work that needed to be done which is reflected in the accounts payable. Also reported that he checked with Bank of the West and found the truck is valued at \$18 – 19,000. May want to consider putting it up for bids then go into a Chevy for local service.
- Updated the SWCD Board that Roger Stenhoff will be the supervisor candidate for Kinneberg's district, Loren Lapham from Fruechte's district and Mike Sieve and Matt Feldmeier from McManimon's district.

State Cost-Share Application:

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

Motion by Becker, seconded by Meyer, approving state cost-share project application for Jeff Fitting #10FY11 and Mike Berg #11FY11.

Voting affirmative: Meyer, Becker, McManimon Opposed: None Motion carried.

State Cost-Share Flood Relief Amendment Request

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

Mary Kells, BWSR, has authorized the District Board to extend this contract if they so desire.

Motion by Becker, seconded by Meyer, approving amendment request for Jerry Vetsch, contract #20FY09FR2, amending the project completion date from 6/9/12 to 11/1/12.

Voting affirmative: Meyer, Becker, McManimon Opposed: None Motion carried.

Feedlot

Walter reported that he has been working with complaints. Also in July and August he will be taking feedlot applications.

Bear Creek – No report.

MASWCD

Meiners presented a proposed resolution submitted by Fruechte along with a similar resolution that he was submitting. McManimon also presented a proposed resolution. **Motion** by Becker, seconded by Meyer, stating that Meiners discuss with Fruechte his, Meiners', proposed resolution seeing it is very similar to Fruechte's proposed resolution. If Fruechte agrees with Meiners' proposed resolution then submit Meiners' resolution and not Fruechte's proposed resolution along with McManimon's proposed resolution. If Fruechte is opposed then submit both resolutions along with McManimon's resolution.

Voting affirmative: Meyer, Becker, McManimon Opposed: None Motion carried.

Water Plan

Meiners reported that the committee will be meeting on June 7th and will be discussing the 5 Year Update schedule.

Staff Reports

Walters reviewed the 2012 Tree Report.

Committee Reports

FINANCIAL COMMITTEE: Meyer & Kinneberg – No report.

PERSONNEL COMMITTEE: McManimon & Becker – No report.

RC & D: Kinneberg – No report.

JOINT POWERS COMMITTEE: Meyer – Meyer asked that he be dismissed from this committee. Meiners will notify the JPB of Meyer's request and find out the procedure that needs to be taken.

*****Accounts Payable:*****

Motion by Becker, seconded by Meyer, approving the Accounts Payable for June 2012.

Voucher #	Item	Amount
2894	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter; Policy #LU1039333 Richard Stemper	\$180.00
2895	Todd Schroeder – Push Up Pond no pipe – Pond – 2012 - #1	\$500.00
2896	Ron Carlsen Enterprises, Inc. – Office Rent June	\$808.79
2897	Dahl Automotive – '08 Ford #8 Injector	\$451.29

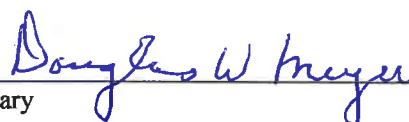
2898	Ellingson Motors – Diagnostic Test on ‘08Ford	\$71.16
2899	Andy Von Arx – Push Up Pond no pipe – Pond – 2012 - #2	\$300.00
2900	Glenn Kinneberg – Reimbursement for service award	\$18.00
2901	Janice Messner – Meal Reimbursement	\$9.33
2902	Bluff Country Newspaper Group – Hokah Wetland Bank Invitation for Bid Phase 2 = \$28.80; Invitation for Bids Winnebago Watershed (Staggemeyer) = \$129.60	\$158.40
2903	ECM Publishers, Inc. – Hokah Wetland Bank Invitation for Bids Phase 2	\$44.45
2904	Kwik Trip – Fuel – SRF Truck = \$84.05; SWCD Trucks = \$358.30	\$442.35
	Total	\$2,983.77

Voting affirmative: Meyer, Becker, McManimon Opposed: None Motion carried.

Brian Watson reviewed his May Activity Report with the board.

NEXT MEETING -- Special Board Meeting – Wednesday, June 27, 2012, 8:30 a.m. Ag Service Center
Regular Board Meeting - Wednesday, June 6, 2012, 8:30 a.m. Ag Service Center

Meeting adjourned at 10:00 a.m.



 Secretary

7-11-12

 Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD June 27, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on June 27, 2012 at the Ag Service Center in Caledonia, Minnesota for a special meeting. Chair Fruechte called the meeting to order at 8:35 a.m.

Members Present:

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

Members Absent:

Others:

Ron Meiners, Rich Stemper, Janice Messner – SWCD Staff; Jason Rochester – JPB staff; Gary Larson – NRCS staff; Ervin Barth.

Chair Fruechte presented a plaque of appreciation to Rich Stemper for 20 years of service.

Those present took part in the Pledge of Allegiance.

Old Business:

Meiners reported that Don Buckhout reported on the Root River SWCD's PRAP evaluation at the June 26, 2012 County Commissioner's Meeting. Buckhout was very pleased with the results from the evaluation.

Meiners reported the Root River Watershed project with The Nature Conservancy had requested to do an interview with a landowner in the watershed that had installed good conservation practices due to the opportunity the Root River Watershed Agreement with the SWCD had offered. Lowell Goss and Ron Meiners were interviewed. Meiners also stated that a proposed contract for approximately \$50 - \$70,000 is on the horizon with The Nature Conservancy for the Root River Watershed project during the upcoming year. The Conservancy is interested in cedar tree sites on river banks. There are two possible projects.

New Business & Action Items:

After reviewing the 2012 Annual Plan of Work a **motion** by Kinneberg, seconded by Meyer approving the submittal of the 2012 Annual Plan of Work. Ervin Barth stated that the plan has a budget deficit and felt that this does not reflect a positive outlook. Meiners indicated Mary Kells, BWSR, stated that it was okay to submit the Annual Plan of Work with the deficit. Discussion regarding the BBR replacing the Annual Plan of Work followed. Ervin Barth stated that there was a state statute requiring an Annual Plan of Work for SWCDs.

Voting affirmative: Kinneberg, McManimon, Becker, Meyer

Opposed: None

Motion passed.

McManimon stated that he would like to see the staff write and submit more news articles to the local papers. Work load concerns were expressed by staff. Ervin Barth suggested that possibly the local school might be able to assist. It would be an opportunity for students who are interested in pursuing a career in journalism.

Meiners reviewed the Biennial Budget Request FY14 - FY15 (BBR) and stated the NRBG portion of the request was approved by the county commissioners and would be submitted through Houston County. A **motion** by Meyer, seconded by Becker approving the submittal of the Biennial Budget Request FY14 - FY15 (BBR).

Voting affirmative: Kinneberg, McManimon, Becker, Meyer

Opposed: None

Motion passed.

Motion by Becker, seconded by Meyer, to continue doing a yearly Annual Plan of Work.

Voting affirmative: Kinneberg, McManimon, Becker, Meyer Opposed: None Motion passed.

Motion by Becker, seconded by Meyer to include the BBR as part of the yearly Annual Plan of Work.

Voting affirmative: Kinneberg, McManimon, Becker, Meyer Opposed: None Motion passed.

Meiners reviewed the submitted bids for the Burke site and the WinnebagoTwp/DNR site. **Motion** by Becker, seconded by Meyer approving the low bids for each of these sites with a 15% contingency.

Voting affirmative: Kinneberg, McManimon, Becker, Meyer Opposed: None Motion passed.

Motion by Kinneberg, seconded by Meyer approving the use of T&A funds for the necessary storm water permits, \$400/each, for the Koch site, Burke site, Winnebago Twp/DNR site and Staggemeyer Site 1.

Voting affirmative: Kinneberg, McManimon, Becker, Meyer Opposed: None Motion passed.

Motion by Becker, seconded by Kinneberg approving the Root River SWCD to assume responsibility on the Operation, Maintenance & Replacement Plan for Staggemeyer (site 1), Burke, Koch, and Winnebago Twp/DNR sites.

Voting affirmative: Kinneberg, McManimon, Becker, Meyer Opposed: None Motion passed.

Ervin Barth suggested the SWCD do an inventory that shows the benefits downstream that the Staggemeyer (site 1), Burke, Koch and Winnebago Twp/DNR sites provide on a yearly bases.

Meiners stated that Val Green, DNR Forestry, is working on obtaining a lease agreement between DNR and the Winnebago Twp. for the flood control dam project on the DNR property. The timber on this site should be taken off by Jim Sheehan within a week.

Meiners reported that Tim Murphy is putting together a flowage easement for Tim Welsher for the Staggemeyer Site 1 project. Mark Welch, engineer for G-Cubed, is working on obtaining the dam safety permit for this site. There was a question of the spillway size, otherwise everything is going well in obtaining this permit.

Meiners indicated that Brian Watson has currently been working on the BBR and Annual Plan of Work. Brian would like to meet with the personnel committee and Tess Kruger, Houston County HR Director. It was decided that meeting will be Wednesday, July 11, 2012 following the board meeting.

STATE COST SHARE PROGRAM

Meiners stated that the low bid for the Bob Koch contract #26FY09FR3 was \$16,750.00; therefore, allowing the contract to stand at \$19,000.00. He said this project is ready to start.

State Cost-Share Flood Relief Project Cancellations

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

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

Motion by Becker, seconded by Kinneberg approving the cancellation of contract #08FY09FR3 for Mike Staggemeyer and contract #02FY11FR for Pat Burke.

Voting affirmative: Kinneberg, McManimon, Becker, Meyer Opposed: None Motion passed.

State Cost-Share Flood Relief Application:

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Staggemeyer, Mike	28FY09FR3	\$184,260.00	\$134,786.45	Flood Control Dam – Site 1	September 1, 2012 – December 1, 2012

Approval subject to issuance of DNR Dam Safety permit, Houston County grading permit and Performance Bond approval.

Motion by Becker, seconded by Meyer approving state cost-share flood relief application for Mike Staggemeyer with the approval subject to issuance of DNR Dam Safety permit, Houston County grading permit and Performance Bond approval.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

State Cost-Share Flood Relief Application:

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Winnebago Township/DNR	27FY09FR3	\$52,214.46	\$ 44,982.83 (Low bid + 15% contingency)	Flood Control Dam	September 1, 2012 – December 31, 2012

**Contingent on lease agreement between Winnebago Township and DNR along with all applicable permits.*

Motion by Becker, seconded by Kinneberg approving state Cost-share flood relief application for Winnebago Township with the approval contingent on a signed lease agreement between Winnebago Township and DNR along with all applicable permits.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

State Cost-Share Flood Relief Application:

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Burke, Pat	03FY11FR	\$44,978.27	\$52,271.18 (Low bid + 15% contingency)	Flood Control Dam	September 1, 2012 – December 1, 2012

Motion by Meyer, seconded by Kinneberg approving state cost-share flood relief application for Pat Burke.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Motion by Meyer, seconded by Kinneberg approving the additional expense for the soil borings, \$5,500.00, for the Burke site to be taken from T & A on this project.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

State Cost-Share Flood Relief Application:

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Staggemeyer, Mike	29FY09FR3	\$	Remaining unallocated funds of FY09FR3 grant	Flood Control Dam – Site 2	

**Engineering costs will come from T&A for this project.*

Motion by Becker, seconded by Kinneberg approving state cost-share flood relief application for Mike Staggemeyer site 2 using remaining unallocated funds from FY09FR3 grant for the project and engineering costs to be funded through T&A for the project.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

*****Accounts Payable:*****

Motion by Becker, seconded by Meyer, approving the Accounts Payable for June 27, 2012.

Voucher #	Item	Amount
2907	Myhre Construction, LLC – Hokah Wetland Bank Project	\$1,770.00
	Total	\$1,770.00

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

McManimon inquired about Scott Sanness' recent request to increase the size of his operation.

Motion by Becker, seconded by McManimon approving letter of support for the Waterloo Creek Watershed projects.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

NEXT MEETING---

July 11, 2012, 8:30 a.m. Ag Service Center

Douglas W Meyer
Secretary

7-11-12
Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

July 11, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on July 11, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:30 a.m.

Members Present:

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

Members Absent:

Others:

Ron Meiners, Dave Walter, Janice Messner – SWCD Staff; Gary Larson – NRCS Staff; Brian Watson – consultant.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the June 6, 2012 board meeting and the June 27, 2012 special board meeting. **Motion** by Becker, seconded by Kinneberg, approving the minutes from June 6 and June 27, 2012 meetings with the following correction.

The Root River SWCD Board acknowledged that the remaining Winnebago flood projects should have utilized the amendment process in the cost share program instead of cancelling and creating new contracts as approved at the June 6th (Koch contract) and 27th (Winnebago Township; Burke; Staggemeyer site 1 contracts) board meetings. Several of the original contracts incurred expenses on the FEMA Phase I Technical Feasibility and Assessment grant. The intent of the board action on both June 6th and 27, 2012 was to finalize cost estimates for construction phase of the Winnebago projects and to encumber remaining flood cost-share dollars to the second Staggemeyer project site to address overall project goals.

Upon review of the Winnebago Watershed project files, BWSR concluded that the expenses paid out on these original contracts are eligible state match for the Phase 1 FEMA grant and that state cost-share administrative procedures on these contracts lie within BWSR approved SE Flood Cost-Share Rule Waiver Policy. To insure that the District capture all eligible costs, the original state cost-share contracts will be reported in eLINK as completed not cancelled. All T & A match and federal FEMA funds leveraged for this Phase 1 FEMA grant will be documented in eLINK as instructed.

In addition, the new state cost share contracts with Koch #26FY09FR3; Winnebago Township (DNR site) #27FY09FR3; Staggemeyer (Site 1) #28FY09FR3; Burke #03FY11FR as approved by the District Board at their June 6th and June 27th, 2012 meetings reflect the accurate cost estimates and contract amounts to encumber for the Phase 2 – project implementation and remain intact. The remaining unencumbered funds, of the FY09 SE Flood Cost Share Agreement PO #16186 as of June 27, 2012 are allocated to #20FY09FR3, the second Staggemeyer site as was the intent of the District Board action. BWSR will work with staff to reconcile remaining funds as of June 27th to verify the correct amount is documented on the Staggemeyer contract #29FY09FR3 as approved by the District Board.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Employee Time Records: Motion by Becker, seconded Meyer, to approve the Employee Time Records and Supervisor Quarterly Per Diems.

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

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Treasurer's Monthly Report: Kinneberg recommended that the May 2012 report be placed on file for audit.

Agency Report:

Ron Meiners, SWCD District Report

- Reported to the SWCD Board that Quad County Excavating was the low bidder on the Staggemeyer site, DNR site and Burke site. Permits are being worked on and Quad County is hoping to start one of the three Winnebago Watershed projects within 10 days.
- Reported to the SWCD Board that he has also started performing the annual RIM spot check inspection work load.
- Reported to the SWCD Board that he has been working on WCA wetland issues.

REPORT

Brian Watson, Professional Services

- Reported to the SWCD Board that he worked with SWCD staff and the BBR was successfully submitted.
- Reported to the SWCD Board that he has prepared employee position descriptions. These will be reviewed today with the Personnel Committee, Ron Meiners and Tess Kruger, Houston County HR Director.
- Reported to the SWCD Board that the areas in which he plans on addressing going forward include staffing, budget and WCA.
- Suggested to the SWCD Board that the Finance Committee meet with a small group of the county commissioners to hear the SWCD's concerns prior to the budget meeting with department heads. The Finance Committee did see merit in Watson's suggestion and agreed to his recommendation.

STAFF REPORT

Dave Walter reported he and Rich Stemper had recently attended an Agren training hosted by The Nature Conservancy. Agren is planning software for projects with aerial capabilities. This program will be loaded on the computer that was funded through the Root River Watershed grant provided by The Nature Conservancy.

Feedlot

Walter reported that he would be meeting with Greg Klug and also with Bob Ellenz along with the MPCA and on their problem sites.

Walter also reported that he is doing some initial work with Matt Feldmeier for a potential runoff control project and putting together an application for funding for this project as well as other applicants for feedlot projects.

Old Business

Meiners informed the board that the computer and components, funded through the Root River Watershed grant, have been received and will be used for the Agren software. The computer will be placed on either Dave Walter's desk or Rich Stemper's desk.

New Business

Meiners shared that he attended a meeting on the eve of July 9th concerning the installation of an ATV trail system on property owned by the City of Houston. At the meeting he voiced erosion concerns. Meiners stated that the property would need to go through a Change of Use Needs prior to any implementation of the trail system.

Meiners stated that Walter was attending a Frac Sand meeting this morning on the SWCD's behalf and that there would be another meeting on July 18th regarding the Erickson site.

Meiners indicated that he had been contacted regarding County Budget meetings.

Meiners stated that Becker had raised questions regarding supervisor election status. The following is what can legally be done. If a supervisor were to resign within 60 days before the primary election the open position could go out to ballot. If this is not the

circumstance of being an election year then the board of supervisors can appoint an individual to complete the resigning supervisor's term. When that term is completed that individual then would need to run for election to the supervisory position.

STATE COST SHARE PROGRAM
FY'11FR \$ 17,037.25

Meiners shared that Mary Kells was down on July 9th and has been working with us regarding flood state cost-share funding and the Winnebago watershed sites that had FEMA technical funding and flood state cost-share dollars.

Bear Creek – No report.

MASWCD

2012 Conservationist of the Year is to be chosen from Fruechte's district this year. Application must be submitted **prior** to August 22, 2012. The board was in agreement that Fruechte work with the staff in selecting a candidate and board approval was not necessary.

2012 Annual Convention – December 2, 3, 4th Double Tree Hotel, Bloomington, MN. Meiners suggested that the supervisors' terms that would be ending at the end of the year take the opportunity to attend the convention. Glenn Kinneberg stated that he would like to attend.

MASWCD Leading Change: Leadership Workshop for SWCD Supervisors and Staff – September 6, 2012 at the Holiday Inn, Alexandria, MN. Registration deadline is August 27, 2012. Registration cost \$80.00 (materials & lunch). It was a mutual consensus of the board that there was no need for attendance this year.

Water Plan

Meiners reported that the committee will be hosting a free Nitrate Well Testing for private rural wells on July 31st from 3 – 8:00 p.m. at the Criminal Justice Center.

Meiners also reported that Ervin Barth had voiced thoughts about getting more education out to the public and felt that this should be done through news articles. Meiners stated he has contacted the high school to see if there would be any interest from students to do a series of articles, video etc. Other options to explore included contacting colleges or possible an Eagle Scout.

Committee Reports

FINANCIAL COMMITTEE: *Meyer & Kinneberg* – Will be meeting with a small group of commissioners regarding budget/funding concerns prior to the scheduled budget meeting as previously recommended earlier in today's meeting. Brian Watson stated that he felt this was a good idea. Meyer voiced concern about being able to attend. Upon Meyer's request Vernon Fruechte will be attending in his place.

PERSONNEL COMMITTEE: *McManimon & Becker* – Reported they would be meeting with Brian Watson after today's board meeting.

RC & D: *Kinneberg* – Kinneberg reported the RC & D has a new director and it seems that things are going good with this individual. Kinneberg stated that the next meeting is scheduled for Monday, July 23rd and he would not be able to attend. In August on the 22nd or 23rd there will be a tour of a winery in Mankato, MN.

JOINT POWERS COMMITTEE: *Meyer* – No report.

*****Accounts Payable:*****

Motion by Becker, seconded by Meyer, approving the Accounts Payable for July 2012.

Voucher #	Item	Amount
2905	Affordable Technology Solutions – JPB Expense – Batteries for Instrument = \$49.73; Office Supplies = \$80.85	\$130.58
2906	Joan Heim-Welch – Push-up Pond – Pond-2012-#3	\$300.00
2908	Pete Feils – State Cost-Share Flood Relief Project – MPCA Stormwater Permit reimbursement	\$400.00

2909	Ron Carlsen Enterprises, Inc. – Office Rent July	\$808.79
2910	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners	\$90.00
2911	SHI International Corp – Computer LENOVO CUSTOM ThinkCenter	\$657.28
2912	Insight Public Sector, Inc. – LCD Monitor – 19”	\$156.73
2913	ECM Publishers, Inc. – Invitation for Bids Staggemeyer Site 1	\$320.04
2914	Tony Becker – 2 nd Qtr. Mileage – 80 miles @ \$0.555/mile	\$44.40
2915	Vernon Fruechte – 2 nd Qtr. Mileage – 36 miles @ \$0.555/mile	\$19.98
2916	Glenn Kinneberg – 2 nd Qtr. Mileage – 63 miles @ \$0.555/mile	\$34.98
2917	Joe McManimon – 2 nd Qtr. Mileage – 180 miles @ \$0.555/mile	\$99.92
2918	Doug Meyer – 2 nd Qtr. Mileage – 80 miles @ \$0.555/mile	\$44.40
2919	Brian Watson - Professional Services Contract	\$1,580.00
2920	Kwik Trip – Fuel – SRF Truck = \$344.14; SWCD Trucks = \$255.12	\$599.26
2921	Bluff Country Newspaper Group – Invitation for bids Staggemeyer Site 1 – Wk. 3	\$64.80
2922	Postmaster – Postage 2 rolls @ \$45/roll	\$90.00
2923	Postmaster – Postage Nitrate Monitoring	
	Total	\$ 5,441.16

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Reported to the SWCD Board that they have been performing CRP field checks.
- Shared with the SWCD Board that the Farm Bill is working through the House and Senate.
- Reported to the SWCD Board that the annual Local Work Group meeting needs to be set with the SWCD. **Motion** by Becker, seconded by Kinneberg, to hold Work Group meeting at 10:00 a.m. on August 8, 2012.


Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

McManimon requested that an invitation be extended to DNR Forestry to periodically attend our board meetings.

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

Meeting adjourned at 9:54 a.m.


Secretary


Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

August 8, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on July 11, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:31 a.m.

Members Present:

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

Members Absent:

Others:

Ron Meiners, Dave Walter, Janice Messner – SWCD Staff; Gary Larson – NRCS Staff; Brian Watson – consultant.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the July 11, 2012 board meeting. **Motion** by Meyer, seconded by Becker, approving the minutes as presented.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Treasurer's Monthly Report: Kinneberg recommended that the June 2012 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Reported to the SWCD Board that the Local Work Group would be meeting today at 10:00 a.m. regarding setting priorities for 2013 EQIP funds.
- Reported to the SWCD Board that construction had been halted at one point this past month due to the overly dry conditions. Construction has resumed and the Pete Feils project is now completed and the Meyer Farms Dairy project is underway with a project for Wendell Wild slated next.
- Shared with the SWCD Board that Driftless Initiative funds were received and targets forestry projects and some grade stabilizations. These funds will be available through EQIP.
- Invited the SWCD Board to participate in a Pasture Walk that is scheduled for Saturday, August 11, 2012 at the Jerry Frank farm from 9:30 – Noon.
- Reported to the SWCD Board that CRP plans are being done and reviewed with landowners. Most of the CRP contracts are renewals. Emergency Haying & Grazing is currently being offer on CRP land. Also have special practice CRP re-enrollment. These will need site visits and to be checked. In doing so have found that some touch up work will need to be done on some of these sites.
- Reported to the SWCD that Cover Crop is offered through EQIP.

Ron Meiners, SWCD District Report

- Walter gave the following tech report to the SWCD Board. DNR project site underwent construction two weeks ago and was complete in one week. Seeding is being done today on that project. Construction began on Wednesday, August 1st on the Burke project and was completed on Monday, August 6th. The Staggemeyer project

should be starting this week. Meiners asked the supervisors to visit these sites. He stated that there is overrun on the DNR site. Boulders will be needed at this site, which were not originally planned, to detour recreational vehicles to stay off the site. Also, to gain entrance to the site for construction and a portion of the spillway was placed on the neighboring landowner's property. Extra seeding will need to be done in this area. Meiners stated that the Koch project should be starting in approximately three to four weeks, after the corn is out.

- Reported to the SWCD Board on the Hokah Wetland Bank project. A burn trail needs to be put and direct tree seeding is needed.
- Reported to the SWCD Board that the WCA workload over the past month has consisted of the following:
City of Houston – sewer, water and power wanting to go through a wetland to an industrial site. It was decided this could be avoided by using a push in method instead.

Larry Van Gundy – crossing to be put in to access a building site also streambank work. Site is located in Money Creek Township.

Jim Hoscheit – Crossing of a stream to access property. Randy Mell included in this site visit.

Doug Tankey – driveway to go in and site has a soft area. This site is located in the Hokah area.

- Reported to the SWCD Board that the Root River Watershed project is complete and the final report will need to be completed. Biske is interested in getting structures put in and streambank work will be priority. Will be working on putting together a new grant.
- Reported to the SWCD Board that he has also been conducting RIM & CREP spot checks.

REPORT

Brian Watson, Professional Services

- Reported to the SWCD Board that he met with the Personnel Committee after the July 11th board meeting. He stated currently the SWCD does not have a budget that would support a fifth position nor would the 2013 budget allow for supporting a fifth position. Watson indicated that after reviewing the staff's responsibilities he found that currently Meiners has most of the skills that are included in the job description for a district manager position. Watson went on to recommend that the district manager position be non-competitive. At this point Fruechte addressed Meiners asking if he would be interested in the district manager position. Meiners replied he would be interested if the board would adopt the proposed organizational chart and district manager job description that Watson is recommending.

Motion by Kinneberg, seconded by Becker adopting the organizational chart.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

Motion by Kinneberg, seconded by Becker adopting the district manager job description.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

- Reported to the SWCD Board that the areas in which he plans on addressing with Meiners during the next few weeks would be working on the Clean Water Legacy Grant application. Areas to look at for the application include Cover Crop, CRP – Steep Slopes, and Pond Clean Outs after life span of the project. He also expressed that there needs to be a continued effort to seek out funding and grants for the district.
- Shared with the SWCD Board the July Activity Report.

New Business

Fruechte read a letter of intent given to him by Meiners for the district manager position. This letter indicated that Meiners is interested in the district manager position.

Old Business

Walter reported he attended a Frac Sand meeting on Wednesday, July 11, 2012. He stated that PCA talked about permitting. The main concern that was voiced was on the chemical to be used for cleaning the sand even though it is legal. Another area of concern was storm water/erosion.

Meiners reported he attended a Frac Sand meeting in August. Topic of discussion was working on adapting new laws in regard to frac sand mining in Houston County. Areas of concern to be considered for these laws include infrastructure, time of day that mining is done, dust control, number of acres open at one time, and reclamation plans. Meiners stated that the SWCD would be involved with the reclamation plans. He stated that bonding to cover reclamation might be a consideration.

Meiners shared with the board that he and Fruechte had attended the JPB meeting on Tuesday, July 31, 2012. Items that were covered included budgets and technical reports. Mary Kells announced her upcoming position and location change. Also, it was announced that Doug Meyer was resigning from the JPB Board and was thanked for his many years of service. It was stated that the JPB would like to continue to have a representative from the Root River SWCD Board on the JPB Board seeing Jason Rochester is housed in the Caledonia, MN office.

Additional New Business

Meiners informed the board that preliminary budget figures were to be in to the county on Friday, August 10, 2012.

Meiners indicated that he and Messner participated in a webinar on Tuesday, August 7, 2012 for the Clean Water Legacy Competitive Grant Application. Application deadline is September 14, 2012. He felt areas of consideration for funding on this application might be funding for EQIP program delivery – technical and administrative funding; Pond Clean Outs on those that are beyond project life span; funding for installation of structures in the Crooked Creek watershed; funding for education.

Meiners reported that our office lease will be expiring August 31, 2012 and has tried to contact Ron Carlsen, building owner, but has not received a return contact. The hope is that rent will remain at the lower rate that we were granted last year.

Meiners stated that we have been notified that our MCIT 2012 Dividend will be \$4,551 and will be received in mid-November.

Meiners indicated that our audit has been set for August 24, 2012.

Motion by Kinneberg, seconded by Becker, approving to change the September board meeting to 9:00 a.m. with the Personnel Committee meeting at 8:30 a.m.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

At 9:55 a.m. the SWCD Board to a break and the USDA NRCS Local Work Group meeting was conducted at 10:00 a.m.

At 11:24 a.m. the SWCD board meeting reconvened.

STATE COST SHARE PROGRAM
FY'11FR \$ 17,037.25

State Cost-Share Amendment Requests

Motion by Becker, seconded by Kinneberg, approving amendment request for Jeff Fitting contract #10FY11, amending the project start date from 7/31/12 to 6/13/13 and project completion date from 8/10/12 to 7/10/13.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Motion by Becker, seconded by Meyer, approving amendment request for Mike Berg contract #11FY11, amending the project start date from 7/31/12 to 6/13/13 and project completion date from 8/10/12 to 7/10/13.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

State Cost-Share Payment Request and transfer of funds:

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

Motion by Becker, seconded by Kinneberg approving above State Cost-Share Payment Request and transfer of funds for the Critical Area Project for Bob Scanlan.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

State Cost-Share Return of Funds

Motion by Becker, seconded by Meyer approving the return of funds to BWSR on the FY11 Base Grant in the amount of \$ 276.56.
 Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

Feedlot

Meiners reported that Walter will need to dedicate approximately 500 hours to the feedlot program to capture all the available funds on the NRBG grant. He also reported that Rochester indicated that there were three or four landowners interested in manure storage facilities and would be applying for funding through the CWL application.

Bear Creek – No report.

MASWCD

Fall Supervisor/Employee Meeting will be Wednesday, September 12, 2012 at Cabela’s in Owatonna, MN. Meiners stated that the MASWCD would like to honor the retiring supervisors at this meeting and hoped that our retirees would attend. Discussion continued regarding supervisor and employee attendance for this meeting.

2012 Conservationist of the Year is to be chosen from Fruechte’s district this year. Application must be submitted **prior** to August 22, 2012. Fruechte stated that he has recommended Kevin McCormick and if he wouldn’t accept that David Bauer would be another possibility. Meiners stated that staff is currently waiting for McCormick’s response.

2012 Annual Convention will be December 2, 3, 4th at the Double Tree Hotel in Bloomington, MN.

Water Plan

Meiners shared the results of the free Nitrate Monitoring Testing that was offered July 31st.

Committee Reports

FINANCIAL COMMITTEE: Meyer & Kinneberg – No report.

PERSONNEL COMMITTEE: McManimon & Becker – Met with Brian Watson and Ron Meiners after the July 11th board meeting. Reviewed the organizational chart, staff reorganization plan and the district manager job description. All were in favor of Watson making recommendations to the board on those items at the August 8th board meeting.

RC & D: Kinneberg – No report.

JOINT POWERS COMMITTEE: Meyer – Fruechte and Meiners attended the JPB meeting on Tuesday, July 31, 2012.

*****Accounts Payable:*****

Motion by Becker, seconded by Meyer, approving the Accounts Payable for August 2012.

Voucher #	Item	Amount
2924	Affordable Technology Solutions – Office Supplies	\$5.93
2925	Bob Scanlan – State Cost-Share Project – Critical Area Planting - #08FY11	\$1,503.75
2926	Ron Carlsen Enterprises, Inc. – Office Rent August	\$808.79
2927	Prairie Land Professionals – Hokah Wetland Bank Project – Spot Spraying	\$5,980.00
2928	Ole’s Excavating – Soil Borings Pat Burke site #03FY11FR	\$1,690.00
2929	BWSR – Return of State Cost-Share Base Grant Funds FY11	\$276.56
2930	Curt Myrah – Push-Up Pond w/no pipe – Pond – 2012 -#4	\$300.00
2931	Kwik Trip – Fuel – SRF Truck = \$222.82; SWCD Trucks = \$139.47	\$362.29
2932	Robert Mierau – Hokah Wetland Bank Project	\$2,028.80
2933	Postmaster – 1 roll \$0.20 stamps	\$20.00
	Total	\$ 13,034.89

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

Motion by Becker, seconded by Kinneberg, to reschedule the September Board Meeting moving it to Monday, September 10, 2012 with the Personnel Committee meeting at 8:30 a.m. and the regular board meeting at 9:00 a.m.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

NEXT MEETING – Regular Board Meeting - Monday, September 10, 2012, 9:00 a.m. Ag Service Center

Meeting adjourned at 11:44 a.m.

Douglas W Meyer
Secretary

9-10-12
Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

September 10, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on September 10, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 9:13a.m.

Members Present:

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

Members Absent:

Others:

Ron Meiners, Janice Messner – SWCD Staff; Gary Larson – NRCS Staff; Rich Biske – The Nature Conservancy; Brian Watson – consultant.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the August 8, 2012 board meeting. Hearing none minutes were approved as presented.

Employee Time Records: Motion by Becker, seconded Meyer, to approve the Employee Time Records.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Treasurer's Monthly Report: Meyer recommended that the July 2012 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Reported to the SWCD Board that they have been checking soil compaction at the Meyer Farm Dairy and Josh Bedard project sites. These projects are ready to start and are waiting for appropriate soil compaction to begin construction. The Bob Koch site has marginal soil compaction but has been given the go ahead to start the project.
- Reported to the SWCD Board that the field office has been working on getting contract reviews out to landowners.
- Shared with the SWCD Board that CRP #43 sign-up is completed. There were 42 regular re-enrollments. There were also continuous CRP re-enrollments.
- Indicated to the SWCD Board that John Beckwith with RC & D will be attending the Bee/Duck Creek meeting on September 25, 2012.

Ron Meiners, SWCD District Report

- Reported to the SWCD Board that he and Vernon Fruechte had attended a Root River Field to Stream Partnership (Bridge Creek) meeting on Friday, September 7, 2012. The focus is on edge of field station monitoring runoff flow, nitrate and phosphorus. Fruechte shared the written literature he obtained from the meeting.

REPORT

Brian Watson, Professional Services

- Shared with the SWCD Board the August Activity Report and reported that the focus this past month was on finalizing the position descriptions and assist in preparing the Clean Water Grant application.

After being addressed by a supervisor Watson stated that he was satisfied with the results he is seeing. This was in reference to the accomplishments that have happened since the signing of his contract with the Root River SWCD.

Old Business

Meiners reported he attended a Frac Sand meeting on Wednesday, August 29, 2012. He stated the topic of discussion was the current mining ordinances and the two types of sand processing, dry and water processing.

Meiners indicated that our audit was held on Friday, August 24, 2012 and would here more toward the end of the year. He also stated that the auditor has documented an error in our fund balance.

Meiners shared with the board that a two year extension was approved to do the 5-Year Water Plan Update. The water plan update is due December, 31, 2014.

New Business

Meiners informed the board that an extension request has been submitted to Don Baloun, NRCS, for our current contribution agreement.

Discussed the contents of the 2012 – 2013 Root River Watershed Outreach & Runoff Retention Project Contract. Rich Biske shared that the contract has a focus on riparian buffers and conservation efforts in several smaller watersheds within the Root River Watershed. The contract should be prepared for the October board meeting.

Motion by Becker, seconded by Meyer approving the extension on Brian Watson’s Professional Services contract to December 31, 2012.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Jason Rochester shared information on the following potential projects that he was adding to our Clean Water Grant application.

Mark Gerard – 8 month manure storage with construction costs estimated at \$260,512 and technical and administrative to be split between JPB and Root River SWCD in the amount of \$11,000.

Josh Dahl – 12 month manure storage with construction costs estimated at \$275,000 and technical and administrative at \$11,000.

Bob Ellenz – feedlot runoff and milkhouse storage with construction costs estimated at \$17,000 and technical and administrative at \$2,500.

Motion by Becker, seconded by Kinneberg approving entering into work plan and having chair sign the Clean Water Grant application for submission.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Motion by Kinneberg, seconded by Becker approving Fall Cover Crop at \$5,000 per year for two years; seeding deadline date of September 21, 2012; 40 acre maximum limit per landowner at \$15 per acre; also allowing staff approval as applications come in.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Motion by Becker, seconded by Meyer approving meal expenses for the 6th Grade Environmental Day. for presenters, bus drivers and staff.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Motion by Kinneberg, seconded by Meyer approving the building lease agreement in the amount of \$858.79 per month.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Meiners indicated that there is an upcoming informational meeting on the Bee/Duck Creek Watershed. This will be held Tuesday, September 25, 2012 in Spring Grove, MN. Kinneberg will be attending.

Meiners stated that the Jim and Kevin McCormick Family has been chosen as our 2012 Conservationist of the Year.

The Argus will be publishing a conservation issue this month and will have a story on the McCormicks, will feature Winnebago Watershed projects and photo, as well as other articles that staff and other agencies will be submitting.

McManimon stated that the Winnebago Watershed Project tour he attended was a good tour.

STATE COST SHARE PROGRAM
FY'11FR \$ 16,921.69

State Cost-Share Amendment Requests

Motion by Meyer, seconded by Becker, approving amendment request for Pat Burke contract #03FY11FR, amending the contract in the amount of \$2,061.94 for additional projects costs. Increase cost-share for project to \$54,333.12.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

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

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

Motion by Becker, seconded by Kinneberg approving above State Cost-Share Payment Request and transfer of funds for the Flood Control Dam Project for Pat Burke, Winnebago Township and Mike Staggemeyer – Site 1.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

State Cost-Share Return of Funds

Motion by Meyer, seconded by Becker approving the return of funds to BWSR on the FY09FR Flood Relief Grant in the amount of \$ 3,348.23.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

Feedlot - No report.

Bear Creek – No report.

MASWCD

Fall Supervisor/Employee Meeting will be Wednesday, September 12, 2012 at Cabela's in Owatonna, MN. **Motion** by Becker, seconded by Meyer to register four, Glenn Kinneberg, Joe McManimon, Vernon Fruechte and Ron Meiners, for this meeting.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

2012 Annual Convention will be December 2, 3, 4th at the Double Tree Hotel in Bloomington, MN.

Water Plan

Meiners shared that the Nitrate Monitoring samples for the study we participate in have been coming in and testing on those will be held near the end of September. He also stated the frac sand meetings were discussed at the water plan meeting. In addressing Glenn Kinneberg he stated that the Water Plan Committee had chosen Roger Stenhoff as the 2012 recipient and asked if he felt that would be appropriate. Kinneberg was in agreement. Kinneberg also stated that he would like this to be the last year for the award. Meiners stated he would report that sentiment with the Water Plan Committee.

Committee Reports

FINANCIAL COMMITTEE: *Meyer & Kinneberg* – No report. Meiners stated that he wants to meet with Carol Lapham, Houston County Finance Director, regarding the proposed budget prior to meeting with the county commissioners.

PERSONNEL COMMITTEE: *McManimon & Becker* – Met with Brian Watson and Ron Meiners prior to today’s board meeting.

- Committee is recommending Ron Meiners be offered the district manager position at a Step 6 of the 2012 Wage Scale for a district manager with no step increase on January 1, 2013 to the full board of supervisors. **Motion** by Becker, seconded by Kinneberg hiring Ron Meiners as the district manager at a Step 6 of the 2012 Wage Scale for district manager.
 Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

- Committee is recommending adopting all position descriptions as presented (District Manager, Technician, Administrative Assistant and one addition Technician). **Motion** by Becker, seconded by McManimon approving the recommendation to adopt all position descriptions as presented.
 Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

- Committee is recommending an SWCD technician attend a 5-Day Basic Wetland Delineation Course training, September 17 – 22, 2012, Little Falls, MN. Discussion regarding which technician should go was held. Registration cost of \$900.00. Lodging and mileage are additional costs. **Motion** by Meyer, seconded by Kinneberg to approving the registration cost, lodging and mileage costs and allowing Ron Meiners to select the technician to take the training.
 Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

Brian Watson indicated that he will be working on a performance review template, a training plan and a salary grid in the coming months.

RC & D: *Kinneberg* – No report.

JOINT POWERS COMMITTEE: No report.

*****Accounts Payable:*****

Motion by Becker, seconded by Meyer, approving the Accounts Payable for September 2012.

Voucher #	Item	Amount
2934	Houston County Treasurer – Maps (7)	\$21.00
2935	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter; Policy # LU1039333 Rich Stemper	\$180.00
2936	Winnebago Township – State Cost-Share Flood Relief Project – Flood Control Dam - #27FY09FR3	\$44,682.50
2937	Staggemeyer, Mike – State Cost-Share Flood Relief Project – Flood Control Dam - Site 1- #28FY09FR3	\$132,408.20
2938	Burke, Pat – State Cost-Share Flood Relief Project – Flood Control Dam - #03FY11FR	\$54,333.12
2939	Myhre Construction, LLC – Hokah Wetland Bank Project	\$370.00
2940	Affordable Technology Solutions – Office Supplies	\$34.99
2941	Brian Watson - Professional Services Contract	\$1,460.00
2942	Ron Meiners – Office Supplies – Ink Cartridge Printer = \$17.92; Laminate & 2 Map Frames = \$51.68	\$69.60
2943	Kwik Trip – Fuel – SRF Truck = \$240.39; SWCD Trucks = \$310.14	\$550.53
2994	Ron Carlsen Enterprises, Inc. – Office Rent September	\$808.79
2945	BWSR – Return of funds FY09FR3	\$3,348.23
2946	G-Cubed – Staggemeyer – Site 1 – Phase 3 & 5	\$20,500.00

	Total	\$ 258,766.96
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Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

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

Meeting adjourned at 10:56a.m.

Douglas W Meyer
Secretary

10-10-12
Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

October 10, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on October 10, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:32 a.m.

Members Present:

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

Members Absent:

Others:

Ron Meiners, Janice Messner, Rich Stemper – SWCD Staff; Gary Larson – NRCS Staff; Roger Stenhoff.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the September 10, 2012 board meeting. Hearing none minutes were approved as presented.

Employee Time Records: **Motion** by Becker, seconded Meyer, to approve the Employee Time Records and Supervisor Per Diems. Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Treasurer's Monthly Report: Kinneberg recommended that the August 2012 and September 2012 reports be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Reported to the SWCD Board that the new federal fiscal year has begun. Larson shared a 2012 recap of contracts and dollars implemented in each program.

Ron Meiners, SWCD District Report

- Shared information with SWCD Board on watersheds, basins and watershed districts.
- Reported to the SWCD Board that during the past month he and Brian Watson discussed the following items.
 - 2013 Budget
 - Crooked Creek Watershed Plan
 - Method of billing for various programs
 - Training opportunities for Admin. Assistant on QuickBooks and fiscal year.
 - Employee evaluations. Implemented written quarterly goals for each employee
- Reported to the SWCD Board that seed collection was being performed today on the Hokah Wetland Bank project.

Old Business:

Meiners reported he attended a Frac Sand meeting on Wednesday, September 12, 2012. He stated that he is part of a group consisting of Rick Frank, Brian Pogodzinski and Bob Scanlan who are working on developing ordinances on frac sand mining to

recommend to the Houston County Commissioners. Meiners suggested that a letter of support for natural resources with an unbiased stand from the SWCD board would be appropriate. Later in the meeting after New Business the following motion was made. **Motion** by Kinneberg, seconded by Becker approving Meiners to write a letter of support for natural resources with an unbiased stand and be sent to the Houston County Commissioners. Fruechte, Chair, is to sign the letter on the board's behalf. Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Meiners indicated Rich Stemper will be the Root River SWCD representative for WCA and had recently attended the WCA Delineation Training. Stemper shared information about the training with the board. When addressed by a supervisor about certification he stated that Steve Lawler, Board Conservationist, recommended a year or two of field experience first, then take the refresher course that is offered and take the certification test.

Meiners shared with the board that he and Kinneberg attended the informational Bee/Duck Creek Watershed meeting on Tuesday, September 25, 2012 in Spring Grove, MN. Allamakee County was represented and well as individuals from the RC & D. Discussion item at the meeting was implementing various BMPs in that watershed and not just flood control practices. This was favored. Roger Stenhoff stated that they are looking at hiring a federal technician to manage funding. A winter meeting is being planned.

Messner reported the 6th Grade Environmental Day was held at Camp Winnebago on Tuesday, September 25th. There were approximately 240 students from across the county and all schools participated. The two new presenters did very well. It was a beautiful day and the event was a success. One supervisor commented that the Argus had pictures from the event in the paper.

Meiners informed the board that Pat Burke had raised concern about a component of his project, access grading to the site, that had been discussed during planning that did not get done. Meiners stated that it was an oversight and shared with the board later in the meeting they would have the opportunity to approve a cost-share application request to complete this component of the project.

Meiners told the board that the Bob Koch project had been completed. He also stated that G-Cubed had been inquiring about the possibility of doing the technical work for Staggemeyer Site 2 project. Discussion followed. **Motion** by Becker, seconded by Kinneberg approving staff to approach Joint Powers to provide the engineering and technical staff to install a second flood control dam on the Mike Staggemeyer property (Site 2).

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

New Business

Motion by Becker, seconded by McManimon approving the FY'13 Operations and State Cost-Share Base Grant and using the State Cost-Share funds for technical and administrative costs.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Motion by Becker, seconded by Kinneberg approving the 2012 – 2013 Root River Watershed Outreach & Runoff Retention Project Contract.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Motion by Meyer, seconded by Kinneberg approving Fall Cover Crop applications listed below.

- Josh Dahl Section 21 Yucatan Twp. 20 acres Corn for silage/Rye - New applicant*
- Jerry Dahl Section 20 Yucatan Twp. 12 acres Corn for silage/Rye – New applicant*
- Ed Boldt Section 22 Houston 'E' Twp. 8 acres Corn for silage/Rye – New applicant*
- Kaye Jacob Sections 10, 15 & 16 Yucatan Twp. 74 acres Corn for grain = 17ac; Soybeans = 17 ac;
Winter Grains, Sunflowers = 40 acres/Winter Rye and Winter Triticale, Clover*
- Steve Oian Sections 30 & 31 Yucatan Twp. 42.1 acres Corn for silage/Rye – New applicant*
- Roger Von Moos Section 17 Mound Prairie Twp. 14.2 acres Corn for silage/Winter Rye – New applicant*
- Gerald Skifton Houston 'E' Twp. 40 acres*

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

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

STATE COST SHARE PROGRAM

FY'11FR \$ 14,859.75

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

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

Motion by Kinneberg, seconded by Meyer approving above State Cost-Share Flood Relief Payment Request and transfer of funds for the Flood Control Dam Project for Pete Feils.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

State Cost-Share Return of Funds

Motion by Kinneberg, seconded by Meyer approving the return of funds to BWSR on the FY09FR2 Flood Relief Grant in the amount of \$ 2,034.37 and on FY09FR3 Flood Relief Grant in the amount of \$ 8,177.65.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

State Cost-Share Close-Out Report

Motion by Becker, seconded by Meyer approving the State Cost-Share Close-Out Reports for FY10FR Flood Engineering Technical Assistance Grant, FY08FR2 and FY08FR3 State Cost-Share Close-Out Reports and the State Cost-Share 2008 Flood Relief Close-Out Final Financial Report.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

State Cost-Share Flood Relief Application:

Name	Contract	Total Cost Estimate	Cost-Share Amount	Project	Starting Date/Completion Date
Burke, Pat	04FY11FR	\$ 1,035.00	\$ 1,035.00	Critical Area Planting	November 14, 2012 – December 12, 2012

Motion by Kinneberg, seconded by Meyer approving state cost-share flood relief project application for Pat Burke #04FY11FR.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Feedlot

Meiners stated that Walter has been doing compliance checks. In addition he has been working with Greg Klug to reach a viable solution to bring his feedlot into compliance and still have Klug remain satisfied with the outcome.

Bear Creek – No report.

MASWCD

Meiners reported that he, Fruechte, Kinneberg and McManimon attended the Fall Supervisor/Employee Meeting on Wednesday, September 12, 2012 at Cabela's in Owatonna, MN. Fruechte, Kinneberg and McManimon received recognition and were awarded a plaque for their years of service as they will be retiring at the end of 2012.

Supervisors turned in their ballots for the 2012 Resolution Packets. Meiners asked if there were any resolutions that they would like to review. There were none. Meiners also stated that he had tried contacting MASWCD in regards to McManimon's resolution not being included in the packet but had not received a return call.

Water Plan

Meiners reported that they would be moving ahead with putting together the 5-Year Update.

Committee Reports

FINANCIAL COMMITTEE: *Meyer & Kinneberg* – No report from committee. Meiners reviewed the Proposed 2013 Budget with the board.

PERSONNEL COMMITTEE: *McManimon & Becker* – No report.

RC & D: *Kinneberg* – No report.

JOINT POWERS COMMITTEE: No report.

*****Accounts Payable:*****

Motion by Becker, seconded by Kinneberg, approving the Accounts Payable for September 2012.

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

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried

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

Meeting adjourned at 10:45 a.m.

Douglas W Meyer
Secretary

11-14-12
Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

November 14, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on November 14, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:33 a.m.

Members Present:

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

Members Absent:

Others:

Ron Meiners, Janice Messner – SWCD Staff; Gary Larson – NRCS Staff; Brian Watson – consultant; Roger Stenhoff, Matt Feldmeier – newly elected board supervisors; George Griffin – concerned citizen.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the October 10, 2012 board meeting. Hearing none minutes were approved as presented.

Employee Time Records: Motion by Meyer, seconded McManimon, to approve the Employee Time Records.
Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Treasurer's Monthly Report: Meyer recommended that the October 2012 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Reported to the SWCD Board that fall construction projects are going in and strips are being installed also.
- Reported to the SWCD Board that EQIP 2013 will have four ranking periods. First application deadline will be January 18, 2013 with the ranking to be completed by February 1, 2013. EQIP will be focusing on Energy Conservation, Seasonal High Tunnels, Nitrogen on Corn Ground, MRBI and Driftless Area Initiative.
- Shared information with the SWCD Board on Conservation Stewardship Program and payments will be going out soon.
- Informed the SWCD Board that a "SWAT" group made up of three to four District Conservationists from out of the area will be doing sodbuster and wetland determinations.
- Reported to the SWCD Board that the Caledonia field office received WAE hours so Mary Staggemeier will be back in the office.

Ron Meiners, SWCD District Report

- Reported to the SWCD Board that he worked with Watson on developing Performance Evaluations and a Performance Improvement Plan.

Watson reviewed his October Activity Report. Fruechte inquired about the progress of the district. Watson stated that he felt things are going well.

Old Business

Meiners gave updates from frac sand working meetings. He is serving on a committee to put together a proposal/recommendation ordinance for frac sand mining in Houston County. He stated concerns consist of processing and the implications, number of mines that will be able to be open at any given time, noise and infrastructure. Discussion was held on the topic.

Meiners reported that the work on the Hokah Wetland Bank Project had been completed for the year with an exception of a burn to be done by the DOT. He shared an email of recognition for good work from Dan Shaw, project head.

New Business

2013 Membership dues for the National Association of Conservation Districts (NACD) were brought to the table. It was mutually decided to put this on hold till the new board is in place.

Watson presented a wage & salary grid with proposed changes for 2013. He explained how he came to the salaries that he was proposing. **Motion** by McManimon, seconded by Kinneberg, approving the Wage & Salary Grid. Question was raised if we will be able to sustain the increase over time. It was suggested to go with what was being presented and if it couldn't be met in the future other options could be implemented.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Discussion on Performance Evaluations and Performance Improvement Plan. It was suggested that co-workers evaluate each other. In addition it was suggested that employees evaluate the district manager. Watson gave input as to how the district manager for Dakota County SWCD is evaluated. Also, Fruechte stated if there are areas of concern with an employee they should be addressed and the employee given the opportunity to improve. **Motion** by Becker, seconded by Meyer, approving the Performance Evaluation form for each employee and the Performance Improvement Plan form with the option to change slightly if needed.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

George Griffin voiced concern to the board about fall application of anhydrous to fields and the effect it has on ground water. Discussion followed regarding his concern and the effects it has on natural resources. It was suggested that a resolution be proposed to the MASWCD next year. It was also suggested to Griffin that he address state government officials at the capitol. Discussion continued with concerns about nitrate levels in the water in Wilmington Township and the possibilities of pursuing a study in this township.

Meiners reviewed the proposed 2013 budget. **Motion** by Kinneberg, seconded by Meyer, approving the proposed 2013 budget.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Messner presented information for a conservation banquet. **Motion** by McManimon, seconded by Becker, approving hosting a conservation banquet on November 20th at Good Times at 6:30 p.m. Meals will be paid for Conservationist of the Year and family.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Invitation was extended for the 2012 MCIT Annual Meeting being held Monday, December 3, 2012 at 3:30 p.m. River's Edge Convention Center, St. Cloud, MN. No one was planning to attend.

Messner reviewed the 2013 tree order and pricing for 2013 sales. **Motion** by Becker, seconded by Meyer, approving the 2013 tree order and pricing for 2013 sales.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Messner presented 2011 draft audit information. **Motion** by Meyer, seconded by Becker, approving the 2011 draft audit.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Motion by Becker, seconded by Meyer, approving a \$20.00 membership fee for each employee to belong to the 2013 MACDE (MN Assoc. of Conservation District Employees).

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Board of Supervisor election results for Houston County was shared.

STATE COST SHARE PROGRAM

FY'11FR \$ 12,797.26

State Cost-Share Project Cancellation

Jerry Vetsch #20FY09FR2 – Grade Stabilization Structures – Project cancellation request as well as expired contract. Expiration November 1, 2012. **Motion** by Becker, seconded by Kinneberg, approving cancellation request.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

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

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

Motion by McManimon, seconded by Kinneberg, approving State Cost-Share Flood Relief Payment Request and transfer of funds for the Flood Control Dam project for Bob Koch.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

State Cost-Share Close-Out Report

Motion by Kinneberg, seconded by Becker, approving the State Cost-Share Close-Out Report for FY09FR2.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Motion by Meyer, seconded by Becker, approving the State Cost Share Close-Out Report for FY12 Conservation Delivery (formerly General Services).

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

State Cost-Share Flood Relief Amendment Request

Staggemeyer, Mike #29FY09FR3 proposed to amend contract in the amount of \$12,797.26 for additional funds to install project.

This would increase cost-share for project to \$83,706.12.

Motion by Becker, seconded by Kinneberg, approving amendment request for Mike Staggemeyer, contract #28FY09FR3, amending the project funds up to \$83,706.12, an increase of \$12,797.26.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Feedlot - No report.

Bear Creek – No report.

MASWCD

2012 Annual Convention, December 2 – 4th in Bloomington, MN. **Motion** by Becker, seconded by Meyer, approving convention expense for up to four.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Water Plan

Meiners gave an update from the November 1st meeting. Discussion on a 5 Year Plan update, County levy increase proposal where Commissioner Bjerke spoke in favor of increasing Water Plan allocation in the amount of \$3,000. Also covered updates on the frac sand meetings with discussion.

Committee Reports

FINANCIAL COMMITTEE: Meyer & Kinneberg – No report.

PERSONNEL COMMITTEE: McManimon & Becker – No report.

RC & D: Kinneberg – Cover Crop Tour in Fillmore County on Saturday, November 17, 2012. Kinneberg stated he will be attending the November meeting.

JOINT POWERS COMMITTEE – No report.

*****Accounts Payable:*****

Motion by Becker, seconded by Meyer, approving the Accounts Payable for November 2012.

Voucher #	Item	Amount
2964	Ron Carlsen – Office Rent November	\$858.79
2965	Kaye Jacob – Fall Cover Crop – 40 acres @ \$15/acre	\$600.00
2966	Dave Walter – NRBG – Meal Reimbursement	\$6.16
2967	Zumbro Valley Forestry LLC – Hokah Wetland Bank Project – Direct Seeding	\$4,515.00
2968	Boldt, Ed – Fall Cover Crop – 8 acres @ \$15/acre	\$120.00
2969	Skifton, Gerald – Fall Cover Crop – 40 acres @ \$15/acre	\$600.00
2970	Schumacher’s Nursery & Berry Farm Inc. – Tree Order 2013	\$1,857.00
2971	Koch, Bob – State Cost-Share Flood Relief Project – Flood Control Dam - #26FY09FR3	\$18,650.00
2972	MN BWSR – Return of funds FY09FR3 = \$437.50; Return of funds FY09FR2 = \$1,578.33	\$2,015.83
2973	Affordable Technology Solutions – Office Supplies = Ink Cartridge	\$34.99
2974	MN State Nursery Acct. – State Tree Order	\$2,728.00
2975	MASWCD – Annual Convention Registration Fees	\$ 350.00
2976	James Maiser, CPA – 2011 Audit	\$2,450.00
2977	Ronald Meiners – Office Supply – 2 Ink Cartridges	\$35.85
2978	Kwik Trip – Fuel – SRF Truck = \$172.76; SWCD Trucks = \$142.57	\$315.33
2979	VonMoos, Roger – Fall Cover Crop – 14.2 acres @ \$15/acre	\$213.00
2980	Beverly Bauer, County Recorder – Recording Fee Staggemeyer, Mike Site 1 – #28FY09FR3 T & A	\$46.00
2981	MACDE – 2013 Membership Dues = 4 @ \$20/each = \$80.00; Misc. - Raffle Ticket funds = \$85.00	\$85.00
2982	Janice Messner – Water Plan Mileage = 146.4 miles = \$3.39/gal. @ 9.76 gal. = \$32.11	\$32.11
2983	Dahl, Josh – Fall Cover Crop – 20 acres @ \$15/acre	\$300.00
2984	Dahl, Jerry – Fall Cover Crop – 12 acres @ \$15/acre	\$180.00
2985	Oian, Steve – Fall Cover Crop – 40 acres @ \$15/acre	\$600.00
	Total	\$ 36,593.06

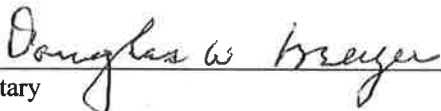
Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

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

Meeting adjourned at 11:14 a.m.


 Secretary


 Date



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76
Suite 1, Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3

MINUTES OF THE ROOT RIVER SWCD

December 12, 2012

The Root River Soil and Water Conservation District Board of Supervisors met on December 12, 2012 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Fruechte called the meeting to order at 8:30 a.m.

Members Present:

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

Members Absent:

Others:

Ron Meiners, Janice Messner, Rich Stemper and Dave Walter – SWCD Staff; Gary Larson – NRCS Staff; Jason Rochester – Joint Powers Staff; Roger Stenhoff, Matt Feldmeier, Loren Lapham – newly elected board supervisors.

Those present took part in the Pledge of Allegiance.

Minutes: Chair Fruechte called for any additions or corrections to the minutes from the November 14, 2012 board meeting. The following note was added:

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

Minutes were approved with added note.

Employee Time Records: Motion by Becker, seconded Meyer, to approve the Employee Time Records and Supervisor Per Diems. Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Treasurer's Monthly Report: Kinneberg recommended that the November 2012 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS District Conservationist Report

- Reported to the SWCD Board that CSP payments are being made.
- Reported to the SWCD Board that EQIP 2013 training will take place next month for local dollars.
- Extended thanks to the SWCD Board for the years of working with them.

Ron Meiners, SWCD District Report

- Reported to the SWCD Board that he worked with Watson and reviewed the districts computer needs. Watson also sent greetings to the retiring supervisors.

Old Business

Meiners reviewed information regarding CRP acres enrolled five years ago compared to today. Information will be available at a future board meeting.

State Cost-Share Close-Out Report

Motion by Meyer, seconded Kinneberg, approving the State Cost-Share Close-Out Report for FY07 Base Grant and FY09 Base Grant.

Voting affirmative: Meyer, Becker, McManimon, Kinneberg

Opposed: None

Motion carried.

Feedlot - Reported that CWL grant application was not successfully funded. The violation of compliance, mainly runoff, workload will keep them busy during the upcoming year. Year end inspections were completed and being recorded.

Bear Creek – No report.

MASWCD

Kinneberg shared highlights from the 2012 Annual Convention.

Water Plan - No report.

Committee Reports

FINANCIAL COMMITTEE: *Meyer & Kinneberg* – Meiners suggested that the Employee wages discussion be done with the new board of supervisor in January or February 2013.

PERSONNEL COMMITTEE: *McManimon & Becker* –No report.

RC & D: *Kinneberg* – Attended the December 3, 2012 meeting in Oronoco, MN.

JOINT POWERS COMMITTEE – No report.

*****Accounts Payable:*****

Motion by Becker, seconded by Kinneberg, approving the Accounts Payable for December 2012.

Voucher #	Item	Amount
2986	Ron Carlsen – Office Rent December	\$858.79
2987	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter; Policy # LU1039333 Rich Stemper	\$180.00
2988	MN Dept. of Agriculture - License for 2013	\$175.00
2989	Far-Vu-Products – Awards – Plaques – Water Plan = 1 @ \$35; District 2 @ \$35/each & 3 @ \$28/each	\$189.00
2990	Glenn Kinneberg – Reimbursement Convention Hotel Expense = \$194.26; 4th Qtr. Mileage – 409 miles @ \$0.555/mile = \$227.00	\$421.26
2991	Janice Messner – Awards – Meal – Stenhoff = \$35.27; Awards – Meal – McCormicks = \$93.22	\$128.49
2992	Jason Slavicek – State Cost-Share Flood Relief Project – Critical Area Planting - #27FY07	\$2,343.75
2993	Meyer Farms Dairy LLC – State Cost-Share Project – Grade Stabilization, Grassed Waterway & Water and Sediment Control Basin - #17FY09	\$933.71
2994	MN BWSR – Return State Cost Share Funds FY09	\$9,055.99
2995	Kwik Trip – Fuel – SRF Truck = \$67.35; SWCD Trucks = \$283.40	\$350.75
2996	Wiebke Tire – Repair left rear tire - 2008 Chevy Silverado	\$15.00
2997	Tony Becker – 4th Qtr. Mileage – 60 miles @ \$0.555/mile	\$33.30
2998	Vernon Fruechte – 4th Qtr. Mileage – 36 miles @ \$0.555/mile	\$19.98
2999	Joe McManimon – 4th Qtr. Mileage – 135 miles @ \$0.555/mile	\$74.93
3000	Doug Meyer – 4th Qtr. Mileage – 120 miles @ \$0.555/mile	\$66.60
3001	Dean Holland – Push-Up Pond – Pond – 2012 - #5	\$300.00
3002	Tim Burroughs – Push-Up Pond/Clean Out – Pond – 2012 - #6	\$300.00
3003	Pat Burke – State Cost-Share Flood Relief Project – Critical Area Planting - #04FY11FR	\$592.50

3004	Postmaster – 1 roll @ \$45.00	\$45.00
3005	Houston County Treasurer - Petty Cash Reimbursement – Postage 1 roll @ \$20.00	\$20.00
3006	Charles Peterson – Push-Up Pond – Pond – 2012 - #7	\$300.00
Total		\$ 16,404.05

Voting affirmative: Meyer, Becker, McManimon, Kinneberg Opposed: None Motion carried.

Val Green, DNR, introduced a gentleman, Tim, that has been brought on board DNR Fish & Wildlife, but will not be housed in Houston County.

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

Meeting adjourned at 10:23 a.m.



 Secretary

9 Jan 2013

 Date