

# 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 9, 2013

The Root River Soil and Water Conservation District Board of Supervisors met on January 9, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. District Manager Meiners called the meeting to order at 8:32 a.m.

### Members Present:

Tony Becker  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

### Members Absent:

### Others:

Janice Messner, Ron Meiners and Rich Stemper – SWCD Staff; Gary Larson and Lance Klessig – NRCS Staff; Ervin Barth.

Those present took part in the Pledge of Allegiance.

**Officers & Appointments:** **Motion** by Stenhoff, seconded by Feldmeier, nominating Tony Becker as Chair. Meiners called for other nominations two additional times. Hearing none Meiners called for the vote.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Feldmeier, seconded by Lapham, nominating Doug Meyer as Vice-Chair. Chair Becker called for other nominations two additional times. Hearing none Becker called for the vote.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Meyer, seconded by Stenhoff, nominating Loren Lapham as Secretary. Chair Becker called for other nominations two additional times. Hearing none Becker called for the vote.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Lapham, seconded by Feldmeier, nominating Roger Stenhoff as Treasurer. Chair Becker called for other nominations two additional times. Hearing none Becker called for the vote.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Lapham, seconded by Meyer, nominating Matt Feldmeier as Reporter. Chair Becker called for other nominations two additional times. Hearing none Becker called for the vote.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Chair Becker appointed committees as follows:

#### Committee Appointments for 2013

**Finance Committee:** Meyer & Lapham

**Personnel Committee:** Feldmeier & Stenhoff

**RC&D:** Stenhoff

**RC&D:** Glenn Kinneberg, Citizen at Large

**State Revolving Fund [JPB Finance Committee]:** Feldmeier

**Motion** by Meyer and was seconded approving committee appointments for 2013.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Meeting Date & Time:** **Motion** by Meyer, seconded by Lapham, 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 and resume officer rotation for 2014.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Minutes:** **Motion** by Meyer, seconded by Stenhoff, approving the minutes from the December 12, 2012 board meeting.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Treasurer’s Monthly Report:** Messner indicated that the District had not received dollar information for the December Interest Income or the PERA Rate Increase Aid. **Motion** by Feldmeier, seconded by Meyer, tabling the request to place the December 2012 report on file for audit.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Lapham, seconded by Stenhoff, approving the continuation of the following:

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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Agency Report:**

**Gary Larson, NRCS District Conservationist Report**

- Extended a welcome to the new SWCD Board Supervisors and stated that he and Klessig look forward to working with the new and existing board supervisors.
- Reported to the SWCD Board that EQIP 2013 applications continue to be accepted.
- Reported to the SWCD Board that an EQIP training will be held next week.
- Reported to the SWCD Board that they have been working with forestry related initiatives through EQIP.
- Reported to the SWCD Board that a news release went out regarding resource funding for EQIP.

**Ron Meiners, SWCD District Report**

- Reviewed with the SWCD Board Brian Watson’s December Activity Report and Invoice. He also stated that the contract has expired. Watson did express a willingness to assist in the future at the same rate if his service would be needed.

**Old Business**

Meiners reported that Dan Shaw, BWSR, has contacted the district to see if there would be interest in a second contract for the Hokah Wetland Bank project. Shaw has indicated they were very satisfied with the results of the first contract with district. Through discussion with the board interest in a second contract was evident.

Messner signified that the 2011 Financial Statement given to them was their copy and continued by reporting that the state has approved the draft of our 2011 Financial Statement and the final has been sent to the state.

**New Business**

Supervisor Handbooks were distributed to each supervisor. Meiners and Messner gave a general overview of the Supervisor Handbooks.

**Motion** by Stenhoff, seconded by Feldmeier, approving the 2013 IRS Mileage Reimbursement Rate of \$0.565.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Feldmeier, seconded by Lapham, approving the Supervisor per diem increase from \$65 to \$75. Discussion was held.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners indicated he had performed employee reviews and would like to meet with the Personnel Committee to review and approve the employee reviews. Meeting was set to take place following today's board meeting.

Meiners shared that there are employees that would like to meet with the Personnel Committee regarding wages. Meeting was set to take place following the February 13, 2013 board meeting.

**Motion** by Stenhoff, seconded by Meyer, approving yearly dues for the following

- 2012 - 2013 MASWCD covering November 1, 2012 – October 31, 2013 fiscal year in the amount of \$2,009.50.
- 2013 Envirothon Donation of \$175.00.
- SE SWCD Technical Support JPB Annual Membership Fee in the amount of \$500.00.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners introduced the Root River Watershed Hayable Buffer Program being offered through The Nature Conservancy. He shared details of the program. The board was interested in moving into a contract for this program. **Motion** by Stenhoff, seconded by Feldmeier, authorizing District Manager Meiners to sign the contract for this program when it is received.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners shared with the board that he has been in contact with Val Green of DNR Forestry. During their discussion it was brought to light that the DNR Forestry would be getting out of the tree seedling program offered through the State Nursery. Meiners shared that the district would be interested in picking up the DNR's clients and would like to restructure the district's tree program for 2014. Pre-orders from landowners were discussed and it was felt that it would reduce the financial risk of having funds spent on trees that do not get sold. The board felt that this would be a good opportunity for the District.

Meiners recommended that the board act on designating a specific amount of funds from the budget for the operation and maintenance of both the Bear Creek Watershed structures and the Winnebago Watershed structures. He recommended that individual designated reserve funds be opened for both. **Motion** by Feldmeier, seconded by Meyer, approving the designation of \$2,000 being placed in a designated reserve fund specifically for the operation and maintenance of the Bear Creek Watershed structures and an additional \$2,000 being placed in a separate designated reserve fund specifically for the operation and maintenance of the Winnebago Watershed structures.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners introduced the idea of possibly upgrading one of the district trucks to a new model. Discussion was held. The board requested that Meiners research the options and bring back recommendation to the board for consideration.

Chair Becker appointed Stenhoff to represent the Root River SWCD Board on the Bear Creek Watershed Committee.

**State Cost Share Program** – No report.

**Feedlot** - No report.

**Bear Creek** – No report.

**MASWCD** – No report.

**Water Plan** - No report.

#### **Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* – No report.

Meiners shared a letter of additional employment received from staff, Janice Messner. He stated that he had no concerns with this at this time.

**RC & D:** *Stenhoff* – No report.

**JOINT POWERS FINANCE COMMITTEE:** *Stenhoff* – No report.

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

**Motion** by Lapham, seconded by Meyer, approving the Accounts Payable for January 2013.

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
3007	Ron Carlsen – Office Rent January	\$858.79
3008	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners	\$90.00
3009	Janice Messner – Feedlot NRBG Office Supply	\$11.24
3010	Wiebke Tire – Oil Change - 2008 Chevy Silverado	\$42.90
3011	Kwik Trip – Fuel – SWCD Trucks = \$33.01	\$33.01
3012	Brian Watson – Professional Services Contract	\$1,540.00
3013	Minnesota Revenue – 2012 Sales & Use Tax	\$652.00
3014	MASWCD – MASWCD Dues 2012 – 2013	\$2,009.50
3015	MasterCard – Software	\$213.71
3016	Affordable Technology Solutions – Office Supply – Ink Cartridge & Tabbed Dividers	\$58.37
3017	SE SWCD Technical Support JPB	\$500.00
3018	Envirothon Donation	\$175.00
3019	Houston County Recorder – Recording Fee – Burke, Pat Project	\$46.00
	<b>Total</b>	<b>\$ 6,230.52</b>

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Feldmeier inquired about the district’s responsibility in the matter of frac sand mining. Meiners shared that the county has expressed that they would possibly like the district to be involved the review of plans and the monitoring of operation. They have also indicated that they would like to have the District involved with the reclamation plans.

Stenhoff inquired if the district had discussed any strategies if drought was seen during the upcoming summer. Larson stated that FSA offered different drought relief programs.

Meiners shared that he will be working with Steve Lawler, BWSR, regarding the denial of funding on the Clean Water Grant application. He also shared that he would be discussing watershed authorities.

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

Meeting adjourned at 10:40 a.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



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## **MINUTES OF THE ROOT RIVER SWCD**

February 13, 2013

The Root River Soil and Water Conservation District Board of Supervisors met on February 13, 2013 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  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

### **Members Absent:**

### **Others:**

Janice Messner, Rich Stemper and Ron Meiners – SWCD Staff.

Those present took part in the Pledge of Allegiance.

**Minutes:** Chair Becker called for any additions or corrections to the minutes from the January 9, 2013 board meeting. Hearing none minutes were approved as presented.

Becker gave a recap of the Frac Sand meeting he attended in Winona on February 1, 2013. He stated our area has a 35 year supply of frac sand. The state of Wisconsin has a 100 year supply of frac sand. He also reported that reclamation plans were discussed.

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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Treasurer's Monthly Report:** Stenhoff recommended that the December 2012 and January 2013 reports be placed on file for audit.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

### **Agency Report:**

**Gary Larson, NRCS District Conservationist Report – No report.**

#### **Ron Meiners, SWCD District Report**

- Reported to the SWCD Board at a recent Bee/Duck Creek meeting cost sharing opportunities were the main focus at this meeting.
- Reported to the SWCD Board that he along with Messner have been working on updates for the 5-Year Comprehensive Water Plan Update.
- Reported to the SWCD Board that the Crooked Creek Watershed plan will be presented at an input meeting being held Tuesday, February 19, 2013.
- Reported to the SWCD Board that we are on track with our current budget. We will be partnering with Crooked Creek Watershed Committee in the purchase of a computer and monitor at the rate of 50% of the cost. Stemper stated the watershed committee would be voting on the purchase of a printer also. The District is willing to contribute funds at 50% of the cost for a printer.
- Reported to the SWCD Board that he and Feldmeier attended a JPB meeting. Feldmeier reported that the JPB budget was solid till 2014. Sinkhole concerns in Winona, Fillmore and the far west portion of Houston County

were discussed. JPB will be applying for funding through a CWL grant that will also include fund from The Nature Conservancy.

- Reported to the SWCD Board that at a recent frac sand meeting attorneys recommended to the ordinance work group that the one year moratorium should be extended. This was due to the complexity of covering all areas for an ordinance on frac sand mining.
- Reported to the SWCD Board that we have been working with The Nature Conservancy on streambank revetment through the use of cedar trees. The MCC crew has been contacted for possible installation assistance of the cedar trees. MCC will be charging for any service they would be performing. Meiners indicated he would be working with Rich Biske of the Conservancy regarding funding for the tree placement project.
- Reported to the SWCD Board that the Area 7 Envirothon will be held May 8<sup>th</sup> in Faribault, MN.
- Meiners requested that the April board meeting be scheduled for the first Wednesday in April instead of the second Wednesday. **Motion** by Stenhoff, seconded by Feldmeier, approving the change of the board meeting date in April to Wednesday, April 3, 2013.

### Old Business

Meiners reported his findings on the current blue book value of the District's 2008 Chevy Extended Cab truck. He also reported that in order to work with state contracted vendors an authorization would need to be approved and submitted to the Cooperative Purchasing Venture (CPV) in order to view state vendor costs for new pickups. **Motion** by Meyer, seconded by Feldmeier, approving authorization for the district manager to sign on behalf of the Root River SWCD to view pricing.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

### New Business

**Motion** by Feldmeier, seconded by Stenhoff, approving all SWCD Board of Supervisors and all Root River SWCD staff to have signature authority of the district's current MasterCard.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

**Motion** by Meyer, seconded by Lapham, approving the payment of yearly dues for the SE MASWCD in the amount of \$500 and the Area VII SE MACDE Employee Dues at \$10/employee and ignoring/tabling the 2013 NACD membership dues.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

Meiners reported that NRCS has approached him in regards to producing an agency newsletter. He stated staff along with DNR Forestry, NRCS would be providing articles along with funding for the newsletter. Meiners also stated that the Houston County Water Plan Committee would also be asked to participate with both articles and financial support to help offset the costs. It was the general feeling of the board that the SWCD should participate in this newsletter and financially help provide funding up to \$400.00.

### State Cost Share Program

**Motion** by Lapham, seconded by Stenhoff, approving the return of state cost-share base grant funds FY07 Base Grant/closed out FY08 Base Grant = \$313.40 overpayment on Vickerman contract. Initially the project was cost shared at a rate of 75% then amended to 100%. BWSR is only allowing 75%. Funds will need to be coded from Miscellaneous Expenses in our budget.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

Feedlot - No report.

Bear Creek - No report.

It was the consensus of the board to change the Bear Creek heading on the monthly agendas to Watershed Updates.

### MASWCD

The MASWCD Legislative Briefing and SWCD Day on the Hill are scheduled for February 25<sup>th</sup> & 26<sup>th</sup>. At this time no staff or supervisors will be attending.

Water Plan - Meiners reported that the Water Plan meeting will be held Thursday, February 14<sup>th</sup> and they will be working on 5-Year Plan Update.

**Staff Reports**

Messner reported she has been working with Meiners on the 5 Year Water Plan Update and the SWCD's year-end financial reporting. Messner also gave a tree sales update.

Stemper reported that he has been working on preparing the Crooked Creek Watershed Plan draft for a review meeting on Tuesday, February 19, 2013. It was suggested that an SWCD board supervisor attend this meeting. Lapham stated that he would attend.

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* – No report.

**RC & D:** *Stenhoff* – No report.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – Reported under Agency Reports for District Manager.

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

Motion by Meyer, seconded by Feldmeier, approving the Accounts Payable for February 2013.

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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff      Opposed: None      Motion carried.

**NEXT MEETING – Regular Board Meeting - Wednesday, March 13, 2013, 8:30 a.m.** Ag Service Center

Meeting adjourned at approximately 11:00 a.m.

Secretary 

Date 13 March 2013



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

**March 13, 2013**

The Root River Soil and Water Conservation District Board of Supervisors met on March 13, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Becker called the meeting to order at 8:31 a.m.

#### **Members Present:**

Tony Becker  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

#### **Members Absent:**

#### **Others:**

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

Those present took part in the Pledge of Allegiance.

**Minutes:** Chair Becker called for any additions or corrections to the minutes from the February 13, 2013 board meeting. Hearing none minutes were approved as presented.

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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

**Treasurer's Monthly Report:** Stenhoff recommended that the February 2013 report be placed on file for audit.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

#### **Agency Report:**

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

- Reported to the SWCD Board that Kelsey Bulman was awarded the National Earth Team Volunteer of the Year. She worked in the Caledonia field office this past summer, 2012. A small reception was held in the office this past week for her.
- Reported to the SWCD Board that the conservation newsletter had been completed and was to be mailed on Monday, March 11, 2013. Larson gave a brief overview of the articles included in the newsletter.
- Shared with the SWCD Board the agenda for the upcoming Bee/Duck Creek landowner meeting on Thursday, March 14, 2013.
- Reviewed the Memorandum of Understand between the Root River SWCD and NRCS with the SWCD Board.
- Reported to the SWCD that participation in the EQIP program is down. March 15<sup>th</sup> is the deadline for the current sign-up. One additional sign-up will be in April that will have scoring and ranking within the next two months.

##### **Ron Meiners, SWCD District Report**

- Reviewed with the SWCD Board the updated cost share contract for landowners on the Hayable Buffer Program. Walter and Stemper will be participating in a prioritization meeting on March 18, 2013. A question has been raised on applications that are expiring CRP.



- Reported to the SWCD Board on The Nature Conservancy Revetment Program. Recently met with MCC and viewed sites and discussed workload. Cost would be \$9,000.00 for the MCC crew to do those projects. There is a Clean Water Grant available that would cover MCC's charge. Work on project would occur in July.
- Informed the SWCD Board that landowner contribution including their time can be used as in-kind match for the SWCD on the WCA and Feedlot programs (BWSR Block Grant). The landowner will need to sign off on the form that was created for this purpose.
- Reported to the SWCD Board that the Wabasha District Manager would be completing a grant application for funding on a sinkhole project. Area district managers will meet in August to give input on this grant application.
- Reported to the SWCD Board that a moratorium extension has been granted till 2015 by the Senate and 2014 by the county. Currently, there are no mines operating in Houston County. Committee continues to work on the commercial and industrial ordinance for frac sand mining in Houston County.

**Old Business**

Messner handed out an informational page for the Supervisor Handbooks on Government Officials for the state of MN.

Meiners shared the conservation newsletter was to be mailed on Monday, March 11<sup>th</sup>. Cost was reviewed. Agency commitments are: NRCS \$400 (this is likely to be lower), SWCD up to \$400, Water Plan up to \$400, DNR Forestry \$150, U of MN Extension Services \$300 and Quail Forever \$250.

Meiners reported that the average Kelly Bluebook price for the District's 2008 Chevy Extended Cab truck was \$18,500. A new truck would be approximately \$24,000 – \$25,000. It was mutually decided to advertise the sale of this truck through a bid process. Bids would be accepted till April 19, 2013 with a minimum selling price of \$17,500. Stickers and tool boxes will be removed.

**New Business**

Meiners and Larson informed the board that a SharePoint site between NRCS and BWSR was breached/unprotected by BWSR leaving personal applicant information vulnerable including social security numbers and direct deposit information. A service, Life-Lock, is being offered to those who could potentially be affected. The service is offered free of charge for one year. Those affected were participants in the RIM - Wetlands Reserve Program (WRP).

Meiners informed the board the Hokah Wetland Bank contract will be forthcoming but has not been received at this point.

Meiners reviewed the 2012 Annual Report and the 2013 Annual Plan of Work. **Motion** by Lapham, seconded by Feldmeier, approving the report and plan of work.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners shared that the 2012 Financial Statements were still being prepared. An extension from Steve Lawler has been granted. **Motion** by Meyer, seconded by Lapham, approving the extension and allowing the chair to sign any necessary documents needed to file the financial statements.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners stated that Caledonia High School would be participating in the area Envirothon with one team.

**State Cost Share Program** – No report.

**Feedlot** – Walter reported that he is currently working on three or four violations.

**Watershed Updates**

Bee/Duck Creek – Landowner meeting is scheduled for March 14<sup>th</sup>, Spring Grove Fest Building at 9:30 am. A free nitrate testing will be offered. There are 80 plus landowners in this watershed.

Crooked Creek – Stemper reported on February 19<sup>th</sup> committee and other local agencies reviewed the plan update. Agencies strongly encourage a more defined implementation schedule. The watershed committee will be meeting on Friday, March 15, 2013 to address the recommendation of the agencies.

**MASWCD**

The MASWCD Legislative Briefing and SWCD Day on the Hill were held February 25<sup>th</sup> & 26<sup>th</sup>. No staff or supervisors attended. Funding for SWCD staff was a voiced concern.

**Motion** by Lapham, seconded by Stenhoff, approving three employees' registration fee at \$15.00 each for the upcoming SE MACDE meeting on Tuesday, March 19, 2013 at the Wabasha National Eagle Center, Wabasha, MN.

**Water Plan** – Meiners reported that the Committee reviewed revisions on the 5-Year Plan Update.

**Staff Reports** – No report.

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* – Feldmeier indicated that a meeting would be held following the board meeting to review Ron Meiners performance evaluation and one other personnel issue.

**RC & D:** *Stenhoff* – No report.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – No report.

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

**Motion** by Feldmeier, seconded by Meyer, approving the Accounts Payable for March 2013.

Voucher #	Item	Amount
3031	Ron Carlsen – Office Rent March	\$858.79
3032	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter = \$90.00; Policy # LU1039333 Rich Stemper = \$90.00	\$180.00
3033	Kwik Trip – Fuel – SWCD Trucks = \$136.32; SRF Truck = \$57.81	\$194.13
3034	Ron Meiners – Spring Newsletter Postage = \$400.00; Water Plan Spring Newsletter Postage - \$179.86	\$579.86
3035	MasterCard – Office Supplies	\$54.47
3036	Printy Quik – Newsletter printing	\$1,074.20
3037	SE MACDE – Spring Employee's Mtg. 3 @ \$15/ea. (Janice, Dave & Rich)	\$45.00
	<b>Total</b>	<b>\$ 2,986.45</b>

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

**NEXT MEETING** – **Regular Board Meeting - Wednesday, April 3, 2013, 8:30 a.m.** Ag Service Center

Meeting adjourned at approximately 10:02 a.m.

Secretary 

Date 4/3/13



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### **MINUTES OF THE ROOT RIVER SWCD**

**April 3, 2013**

The Root River Soil and Water Conservation District Board of Supervisors met on April 3, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Becker called the meeting to order at 8:34 a.m.

#### **Members Present:**

Tony Becker  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

#### **Members Absent:**

#### **Others:**

Janice Messner, Rich Stemper, Dave Walter and Ron Meiners – SWCD Staff; Gary Larson and Kasey Taylor – NRCS Staff and Glenn Kinneberg.

Those present took part in the Pledge of Allegiance.

**Minutes:** Chair Becker called for any additions or corrections to the minutes from the March 13, 2013 board meeting. Hearing none minutes were approved as presented.

**Employee Time Records & Supervisor Per Diem:** Motion by Meyer, seconded Stenhoff, to approve the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

**Treasurer's Monthly Report:** No March 2013 report to be place on file for audit at this time.

#### **Agency Report:**

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

- Reported to the SWCD Board that Machele Bollman will be volunteering in the Caledonia field office as an Earth Team Volunteer. She will be starting May 1, 2013 and will be putting in 128 – 130 hours.
- He and Kasey Taylor shared information with the SWCD Board about taking a slightly different approach to conservation and be more proactive by promoting soil health. Larson shared a focus group including himself; Jay Mahr, IA State Soil Conservationist; Don Baloun, MN State Soil Conservationist; LuAnn Rohlings, IA; Kasey Taylor, MN met on Thursday, March 28, 2013 regarding the Bee, Duck Creek and Waterloo watershed area. Discussion included having separate EQIP funding for practices in that particular area, hiring an individual to make one-on-one contacts with each landowner/operator to review/identify conservation needs as well as promote cover crop. Also, funds through Environmental Defense fund have become available and a Professional Services Agreement has been brought forth offering funding to the SWCD for tasks and deliverables within this watershed area. Motion by Stenhoff, seconded by Meyer, allowing the SWCD to enter into the Environmental Defense Funding Professional Services Agreement once editing of deliverables are finalized. Also, authorizing Chair Becker to sign the contract.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

**Ron Meiners, SWCD District Report**

- Reported to the SWCD Board that we have been seeing great results from the conservation newsletter. Increased tree sales, more inquires for water testing kits and calls inquiring about different programs.
- Updated the SWCD Board that a computer has been ordered for Rich Stemper and the expense will be split between the SWCD and Crooked Creek Watershed. Also, Andy Milde, Houston County IT, stated they have a spare laser printer that we could use. Toner was needed for it and the cost will again be split with Crooked Creek Watershed.
- Informed the SWCD Board that he and Rick Frank had recently attended WCA training in Rochester that was hosted through BWSR. Reviewed recent changes and updated forms that are now available.
- Reported to the SWCD Board that he has met with the employees and reviewed the outcome of each individual’s first quarter goals and introduced each individual’s second quarter goals.
- Informed the SWCD Board that there are various meetings being hosted within the Root River Watershed. Subject matter is exploring the vision for the watershed and protecting the water in the watershed. Feldmeier stated that he was going to be attending one of the meetings in Rushford, MN on April 4<sup>th</sup>.
- Reported to the SWCD Board that he had been to a La Crescent township board meeting regarding a grade stabilization pond on Ready Bus property. Ready wants to fill in the pond and water concerns were presented by neighbors if this action is taken and if there are other conservation measures that can be taken to prevent any future water issues if Ready moves forward. Technical recommendations will be offered, no design work.

**Old Business**

Meiners reported that ads requesting bids on the District’s 2008 Chevy Extended Cab truck have been placed in area newspapers. At this time we have not received any calls on the ads. Meiners is also requesting Ellingson Motors put together a trade proposal. Meiners voiced concern about future budgets and program funding and how that might change the direction to take at this time.

Meiners shared that Stemper’s Clean Water Legacy Grant application for funding of the Conservation Corp for the Root River Watershed Revetment project had tentatively been approved. The contract will be forthcoming. The Conservation Corp’s time on the project will be funded through the Clean Water Legacy Grant and The Nature Conservancy.

**New Business**

Meiners indicated that he had recently meet with Rich Biske of The Nature Conservancy and discussed a conservation Partners Grant proposal for 2014 – 2015 targeting buffer, cover crop and revetment projects being installed. The district would be applying for Clean Water Legacy Grant funding. Biske will work with the district in putting together a grant proposal. Biske has suggested to Meiners when applying for Clean Water Grant funding that the district should consider submitting multiple applications instead of one, breaking out the different project areas. Meiners also stated he may suggest having Brian Watson help with the grant application if budget funds are available.

Meiners shared that Walter and Stemper had participated in the first prioritization ranking of the Root River Hayable Buffer applications. Three of the Root River SWCD applications were chosen which will use up all the funding. Biske will be seeking additional funding to try to fund the remaining applications. Walter and Stemper shared about the prioritizing process that was used. **Motion** by Meyer, seconded by Stenhoff, for the approval of Chair Becker to approve contracts once additional funding results are made known from Biske.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Lapham, seconded by Meyer, approving the new Hokah Wetland Bank contract and authorizing Chair Becker to sign the contract when it is received.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**State Cost Share Program** – No report.

**Feedlot** – Walter reported he has recently received two new complaints and is working on addressing those concerns through further investigation. Manure runoff concerns on the Ron Holte operation was one of the complaints.

**Watershed Updates**

Bee/Duck Creek – Landowner meeting was held March 14<sup>th</sup>, Spring Grove Fest Building. Peter Hartman, NRCS, gave a presentation on the importance of soil health. Upland treatment testimonies were given. A free nitrate testing was offered. Information on the importance of cover crop was shared. Stenhoff shared that \$3,000,000 to \$4,000,000 in funding was put on the ground in the Bee/Duck Creek area as a result of flooding from 2007 – 2010.

Crooked Creek – Stemper reported they are currently working on implementation schedule changes.

**MASWCD**

Walter and Messner shared information from the SE MACDE meeting they attended on Tuesday, March 19, 2013 at the Wabasha National Eagle Center, Wabasha, MN.

Meiners gave a brief Envirothon update.

Feldmeier voiced the importance of the SWCD being represented in the future at the MASWCD Legislative Briefing and SWCD Day on the Hill. He had attended this year on behalf of another organization and expressed the importance of being involved and known at the state political level with conservation concerns.

Meiners shared his intensions of hosting a Commissioner’s Tour during construction season. He thought perhaps directly following one of their meetings.

**Water Plan** – Meiners reported that they continue to work on the 5 Year Update. After meeting with Rich Biske of The Nature Conservancy and the continued proposals and funding that has been received through their organization for conservation in the Root River Watershed it was mutually agreed that specific mention/referral to this work is included in the implementation schedule.

**Staff Reports**

Messner and Stemper gave a tree sales report indicating how many trees have been sold and how many remain in addition to potential tree delivery dates from the state and private nurseries.

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* – Feldmeier indicated that the committee had met with Stemper regarding a workload concern. Feldmeier and Stenhoff recommended to the board that job descriptions for Stemper and Walter be altered shifting the WCA program to Walter and watershed workloads more towards Stemper. **Motion** by Meyer, seconded by Feldmeier, approving the recommended revisions for Walter and Stempers’ job descriptions. Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**RC & D:** *Stenhoff* – Former supervisor Glenn Kinneberg reported he attended the March 25<sup>th</sup> meeting. Discussion items from that meeting included goals for the year, being involved with the MN Water Certification program which would be on a volunteer bases. Also, training for new members will be held in May.

Meiners stated that Dean Frank of the Camp Winnebago board had contacted him regarding pond sediment removal. Meiners shared this information with an RC & D representative. The representative felt it would be a good future project when funds are available.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – No report.

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

**Motion** by Feldmeier, seconded by Lapham, approving the Accounts Payable for April 2013.

Voucher #	Item	Amount
3038	Ron Carlsen – Office Rent April	\$858.79
3039	Kim Klug – Infant Well Testing Reimbursement	\$32.00

3040	Kwik Trip – Fuel – SWCD Trucks = \$221.23; SRF Truck = \$79.84	\$301.07
3041	Fillmore SWCD – Trees	\$94.50
3042	Badoura State Forest Nursery – Additional trees	\$216.00
3043	MasterCard – Postage = \$46.11; Advertising – Sale of Truck '08Ford = \$66.60	\$112.71
3044	Petty Cash – Vehicle Maintenance = \$7.00; Nitrate Testing Supply Bee/Duck Mtg. = \$0.99; Office Supplies = \$1.23; Postage = \$45.00; JPB Reimbursement Meal = \$2.00; Meals = \$4.00; Misc. Expense = \$0.08	\$60.30
3045	Tony Becker – 1 <sup>st</sup> Qtr. Mileage = \$45.20; Meal Frac Sand Mtg. = \$10.00	\$55.20
3046	Matt Feldmeier – 1 <sup>st</sup> Qtr. Mileage = \$67.80	\$67.80
3047	Loren Lapham – 1 <sup>st</sup> Qtr. Mileage = \$36.16	\$36.16
3048	Doug Meyer – 1 <sup>st</sup> Qtr. Mileage = \$61.02	\$61.02
3049	Roger Stenhoff – 1 <sup>st</sup> Qtr. Mileage = \$54.93	\$54.93
3050	Schumacher’s Nursery & Berry Farm Inc. – Additional trees	\$144.00
3051	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners = \$90.00	\$90.00
3052	Postmaster – Tree Postcards 80 @ \$0.37/each = \$29.60; Nitrate Monitoring = \$158.82	\$188.42
3053	Caledonia True Value – Trees 3 rolls of Packing Tape \$3.29/each + tax	\$10.54
	<b>Total</b>	<b>\$2,383.44</b>

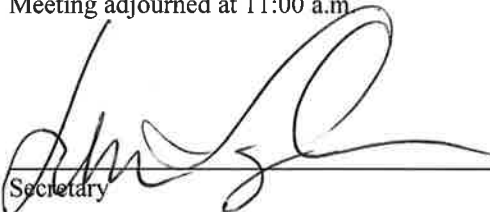
Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

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

Meeting adjourned at 11:00 a.m.

  
 \_\_\_\_\_  
 Secretary

  
 \_\_\_\_\_  
 Date



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

May 8, 2013

The Root River Soil and Water Conservation District Board of Supervisors met on May 8, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Becker called the meeting to order at 8:33 a.m.

#### **Members Present:**

Tony Becker  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

#### **Members Absent:**

#### **Others:**

Janice Messner, Ron Meiners – SWCD Staff; Gary Larson – NRCS Staff; Jason Rochester – JPB; Glenn Kinneberg and Kerry Ruffridge for the latter portion of the meeting.

Those present took part in the Pledge of Allegiance.

**Minutes:** Chair Becker called for any additions or corrections to the minutes from the April 3, 2013 board meeting. Hearing none minutes were approved as presented.

**Employee Time Records & Supervisor Per Diem:** Motion by Meyer seconded Feldmeier, to approve the Employee Time Records.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

**Treasurer's Monthly Report:** Meyer recommended that the March and April 2013 reports be placed on file for audit at this time.

#### **Agency Reports:**

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

- Announced to the SWCD Board that CRP sign up #45 will be conducted May 20 – June 4, 2013 for general and continuous CRP. He also shared a fact sheet for the sign-up.
- Shared with the SWCD Board a fact sheet on Healthy Soil and the four basic principles.
- Reported to the SWCD Board through the EQIP initiative targeting the Bee/Duck Creek area \$150,000 of requests were applied for targeting Cover Crop/Soil Health. The approved applicants that enter into contract will be aerial seeding in August 2013 and will continue to do so for a five year period of time.
- Larson shared with the SWCD Board the EQIP program has approximately \$300,000.

#### **New Business**

Rochester reported that during a recent inspection on the Winnebago Watershed projects that maintenance is needed.

- At the DNR site erosion is occurring around the pipe. Rochester roughly estimated a repair cost of \$500 - \$700. **Motion** by Meyer, seconded by Lapham, approving the needed repair work using the funds designated for Winnebago Watershed Repair and Maintenance.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

- At Staggemeyer Site 1 debris has collected in the pond area and will need to be removed. Thoughts of installing a trash rack or another alternative will be pursued and recommendations brought to the board in the near future.

Rochester also reported for Staggemeyer Site 2 he is currently waiting for David Studinski and Cory Hanson to view the site before proceeding with soil borings.

**Continued Agency Reports:**

**Gary Larson, NRCS District Conservationist Report**

- Reported to the SWCD Board that the flood control structure that was installed for Sam Thesing has blown out around the pipe area. This project was funded with both EQIP dollars and State Flood Relief Cost-Share dollars. Thesing has applied for EQIP funding to repair the structure. It is hoped that it could be funded through MRBI Rush/Pine funds. It was suggested to see what portion EQIP would cover for the repair and to obtain a cost estimate for the project and approach BWSR to cover the remaining portion of the repair. A BWSR engineer designed and overseen the installation of this project.

**Ron Meiners, SWCD District Report**

- Inquired if the SWCD Board would like to see on the monthly treasurer's report the percentage of accumulated expense vs. the budgeted amount projected. They felt this would be helpful and would also like to see a year-to-date amount spent per line item.
- Reported to the SWCD Board that Dave Walter attended the La Crescent township board meeting regarding a grade stabilization pond on Ready Bus property. Ready wants to fill in the pond and water concerns from neighbors was expressed. Township board tabled the application request.
- Reported to the SWCD Board that Dave Walter was attending/helping with Envirothon today in Faribault, MN.
- Reported to the SWCD Board that he made a WCA site visit on the John Beckman property regarding water drainage on to a neighbor's crop field.

Feldmeier shared that Dave Walter had indicated to him that he was interested in taking the WCA training now instead of waiting till next year. Discussion was held.

**Old Business**

Meiners circulated the bid proposals Ellingson Motors put together. Meiners recommended that we wait on purchasing a truck. He also suggested that the board set aside funds to purchase a vehicle and add to that fund on a yearly base. **Motion** by Lapham, seconded by Meyer, to set aside \$8,000 in a Capitol Asset Vehicle account for future use of purchasing a vehicle.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

There was also discussion about looking at a hatchback or other type of vehicle other than a truck to replace one of the trucks in the future. Fuel costs were expressed.

Meiners shared that the EDF contract application was denied. Larson stated that all the funding went to the Watson Creek Watershed.

Meiners stated that we have entered into contract with the The Nature Conservancy on the Root River Hayable Buffer program. We are currently waiting for the funds. He also shared more people have visited the office and are interested in the program if more funds would become available. He suggested that proposing a resolution to support the program might be something the board may want to consider.

Meiners informed the Board that the Clean Water Legacy Grant funding the CCM for the stream bank revetment project was approved and is in place.

Feldmeier shared information from the Root River Watershed meeting he attended in Rushford, MN.

Meiners indicated that we are waiting to receive the contract for the Hokah Wetland Bank project.

Meiners shared that he had submitted a RIM application for the Stouvenel site which is adjacent to both state and federal land within the Crooked Creek watershed. The application was denied at this point due to a lack of funds but is very interested in the site if funds would become available.



**Additional New Business**

Chair Becker initiated a conversation about long range personnel planning. Discussion continued. Personnel committee will be exploring this further.

**Motion** by Feldmeier, seconded by Stenhoff approving the updated job descriptions for the District Manager position as well as each individual technician position.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Chair Becker stated that Resolutions will need to be approved at the next board meeting. Meiners stated if any of the supervisors had a resolution in mind to contact him and he would help with composing it.

Stenhoff addressed the topic of conservation efforts between landowner and renters. Discussion was held. It was decided that a news article on this subject be written and submitted to the local papers for publication. Also the possibility of sponsoring an educational meeting on this topic was also a consideration.

**Motion** to table the National Association of Conservation Districts (NACD) 2013 Membership Dues was made by Lapham and seconded by Stenhoff.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Stenhoff, seconded by Lapham to approve the Hiawatha Valley RC & D Council dues in the amount of \$300.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Circulated an invitation to the Winona County SWCD 75<sup>th</sup> Anniversary Open House being held in the Lewiston office today, May 8<sup>th</sup> from Noon – 3:00 p.m.

**State Cost Share Program** – No report.

**Feedlot** – No report.

**Watershed Updates**

Bee/Duck Creek – No report.

Crooked Creek – Meiners reported they continue to work on their plan.

**MASWCD**

Meiners circulated information on the MASWCD Leadership Institute. There was no interest due to cost.

**Water Plan** – Meiners reported:

- Continue to work on the 5 Year Update and are very close to presenting a draft for a public input meeting.
- Have added two new committee members, Al Jacob and Joe McManimon from the Houston area.
- Indicated he along with Houston County Commissioner, Dana Kjome and Rick Frank will be attending the SE Water Resource Meeting on Monday, May 13<sup>th</sup>.

Meiners shared he had recently been contacted by Commissioner Judy Storlie regarding a one mile setback on trout stream banks.

**Staff Reports**

Messner gave an updated tree sales report.

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* – Set their next committee meeting for Wednesday, June 12, 2013 following the board meeting.

**RC & D:** *Stenhoff* – Former supervisor Glenn Kinneberg reported he will be attending the upcoming meeting on May 20, 2013.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – No report.

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

**Motion by Feldmeier, seconded by Lapham, approving the Accounts Payable for May 2013.**

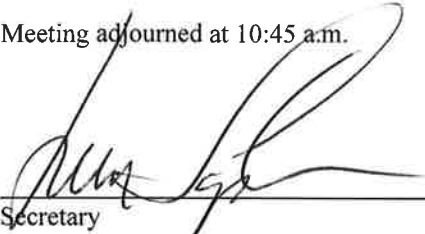
Voucher #	Item	Amount
3054	Ron Carlsen – Office Rent May	\$858.79
3055	Kwik Trip – Fuel – SWCD Trucks = \$303.95; SRF Truck = \$148.59	\$452.54
3056	ECM Publishers, Inc. – Ad for bid on '08 F150 Ford truck	\$199.50
3057	Badoura State Forest Nursery – Additional trees	\$430.00
3058	MasterCard – Computer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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff      Opposed: None      Motion carried.

Feldmeier shared Cynthia Christianson had recently contacted him regarding fund availability for pond clean outs. Discussion on building new ponds vs. doing pond clean outs. At this time there are not cost share funds available for pond clean outs.

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

Meeting adjourned at 10:45 a.m.

  
 \_\_\_\_\_  
 Secretary

6-12-13  
 \_\_\_\_\_  
 Date



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

June 12, 2013

The Root River Soil and Water Conservation District Board of Supervisors met on June 12, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Becker called the meeting to order at 8:33 a.m.

#### **Members Present:**

Tony Becker  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

#### **Members Absent:**

#### **Others:**

Janice Messner, Ron Meiners, Dave Walter – SWCD Staff; Gary Larson – NRCS Staff; Glenn Kinneberg for the latter portion of the meeting.

Those present took part in the Pledge of Allegiance.

**Minutes:** Chair Becker called for any additions or corrections to the minutes from the May 8, 2013 board meeting. Hearing none minutes were approved as presented.

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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

**Treasurer's Monthly Report:** Stenhoff recommended that the May 2013 report be placed on file for audit at this time.

#### **Agency Reports:**

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

- Introduced to the SWCD Board Earth Team Volunteer, Machel Bulman.
- Shared with the SWCD Board Conservation Stewardship Program sign up ends June 14, 2013. Approximately six have signed up.
- Reported to the SWCD Board EQIP is in its sixth sign-up period.
- Indicated to the SWCD Board that he will be conducting Compliance/Status Reviews in Fillmore County. Highly Erodible Land reviews have started in Houston County by a DC from a different field office.
- Announced to the SWCD Board Bob Yokuum, retired NRCS employee, will be filling the Waterloo Creek position and will be housed in the Caledonia field office for three to four days a week.
- Discussed LiDAR program and its functions with the SWCD Board.
- Shared with the SWCD Board Conservation Reserve Program (CRP) sign-up for re-enrollments and a few new enrollments. Sign-up deadline is June 14, 2013.
- Shared with the SWCD Board that NRCS will be working with Al Kean, BWSR and other NRCS engineers to determine the cause of failure on the Sam Thesing structure rehab project.

**Ron Meiners, SWCD District Report**

- Circulated a letter received regarding septic system concerns. Shared with SWCD Board that septic system rules have changed since 2009. Most septic systems are now going to mound style systems. This will increase the need for licensed inspectors.

**Old Business**

Walter shared an update on the Hokah Wetland Bank project. Tree planting needs to be done as well as spraying. These items have been delayed due to continuous rain. Trees were scheduled to be planted mechanically but may now need to go in manually. Contractor raised question of additional funds being available to cover the cost of manual labor. Walter will work with Dan Shaw, BWSR, regarding any increases in cost and time frame deadlines.

Meiners circulated information received from the Fillmore/Root River Watershed meetings. Discussion followed. It was the general consensus to set a meeting with various landowners/operators to hear concerns and to work towards long term conservation and getting back to the basics.

Meiners stated that the rain has delayed the Hayable Buffer contracts from being seeded.

Biske, The Nature Conservancy, will be working with Meiners in preparing a final grant proposal for the Conservation Partners Grant. Deadline for submittal is June 21, 2013.

Meiners shared the results of the State Envirothon. Goodhue county teams placed 10<sup>th</sup> and 12<sup>th</sup>. Some discussion followed on concerns of lack of team participation at the Area level.

Messner worked with Houston County Treasurer, Trehus, to set up a separate savings account for a vehicle fund. Meiners shared that there has been minor damage to the '08 Chevy Silverado. Claim is being filed with the insurance company and two repair estimates are being obtained.

Meiners shared that damage to the Winnebago Watershed DNR structure site was found during a recent inspection. Discussion followed on how to proceed with maintenance. **Motion** by Meyer, seconded by Lapham, approving the original contractor be used for the needed maintenance.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**New Business**

Ideas for proposed resolutions for the Area VII Resolution meeting were shared. It was unanimously agreed upon to proceed with a resolution regarding hayable CRP buffers.

Year-end audit price quotes were solicited. One company responded. **Motion** by Meyer, seconded by Feldmeier, accepting the bid and moving forward with Peterson Company Ltd. in the amount of \$2,500.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Feldmeier shared names of a few candidates from his district that he felt would be deserving of the 2013 Outstanding Conservationist Award. He will coordinate with staff to make a final choice and he or staff will contact the candidate to verify that they would be willing to accept the award.

Meiners recommended that the board move on paying registration costs to have Messner become a notary. **Motion** by Meyer, seconded by Feldmeier, to move forward with the recommendation.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners shared that the Bear Creek Watershed Inspection/Tour will be held June 13, 2013. **Motion** by Meyer, seconded by Stenhoff, to share in half of the lunch expenses.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners indicated he had been approached about the upcoming Houston County Auction on Wednesday, August 14<sup>th</sup>. If anyone knew of something that should be placed on the auction a list of items needs to be submitted by June 24<sup>th</sup>.

**State Cost Share Program** – No report.

**Feedlot** – Walter reported he is working with five non-compliant feedlot operators. One may see court action. Also working with a few operators on small feedlot fixes.

**Watershed Updates**

Bee/Duck Creek – No report.

Crooked Creek – No report.

**MASWCD**

**Motion** by Lapham, seconded by Stenhoff, approving registration funds, \$20.00, for Tony Becker to attend the SE Area Resolution meeting, June 20, 2013.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Water Plan** – Meiners

- Shared a report of the results from the Free Nitrate Testing Clinic held with Public Health.
- **Motion** by Stenhoff, seconded by Meyer, appointing Messner to spend staff time performing nitrate testing at the Houston County Fair in the Public Health booth.  
Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.  
Stenhoff expressed that it would be good to develop a survey for landowners on water quality and have it available at the fair.
- Indicated that former board supervisor, Joe McManimon, has committed to participating on the Houston County Water Plan Committee.

**Staff Report**

Walter reported he attended WCA training on May 29<sup>th</sup> and will be attending training for new individuals to the WCA program on June 18<sup>th</sup>. He will also be attending the five day training in September. As the SWCD representative for the WCA program you are determining if an area is a wetland. If so then the TEP panel is contacted and they do the delineation. Walter reported that it is not mandatory nor was it recommended at this point that he be certified.

Walter also gave an update on the Ready Bus Line situation, La Crescent Golf Course and one other situation in the La Crescent Township area.

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* – Committee meeting will be today following the board meeting.

**RC & D:** *Stenhoff* – Former supervisor Glenn Kinneberg reported he attended the May 20, 2013 meeting. Heard from a gentleman requesting assistance for a geothermal greenhouse. Next meeting is scheduled for July 29, 2013.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – No report.

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

**Motion** by Feldmeier, seconded by Lapham, approving the Accounts Payable for June 2013.

Voucher #	Item	Amount
3065	Ronald F. Carlsen – Office Rent June	\$858.79
3066	Kwik Trip – Fuel – SWCD Trucks = \$280.38; SRF Truck = \$73.85	\$354.23
3067	Schumacher’s Nursery & Berry Farm Inc. – Shipping	\$44.29
3068	Caledonia True Value – JPB Supplies – Benchmark Nails, Wheel Barrow Tire	\$45.07
3069	River Valley Newspaper Group – Ad for bid on '08 F150 Ford truck	\$40.00

3070	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter = \$90.00 & # LU1039333 Rich Stemper = \$90.00	\$180.00
3071	MasterCard – Office Supplies = \$8.36; Office Supplies Feedlot (NRBG) = \$27.14; Project Supplies – Root River Stream bank Revetment = \$510.38 (\$81.90, \$428.48 & 144.54)	\$690.42
3072	Postmaster – 2 rolls @ \$46/each	\$92.00
3073	Office of the Secretary of State – Notary commission fee (Janice Messner)	\$120.00
3074	Glenn Kinneberg – Mileage RC & D mtgs. (March & May) 360 miles @ \$0.565/mile	\$203.40
	<b>Total</b>	<b>\$2,628.20</b>

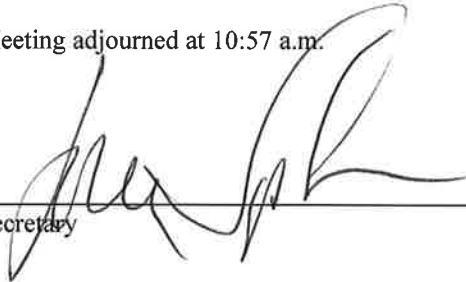
Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

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

Meeting adjourned at 10:57 a.m.

  
\_\_\_\_\_  
Secretary

7-10-13  
\_\_\_\_\_  
Date



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

July 10, 2013

The Root River Soil and Water Conservation District Board of Supervisors met on June 12, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Becker called the meeting to order at 8:33 a.m.

#### **Members Present:**

Tony Becker  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

#### **Members Absent:**

#### **Others:**

Janice Messner, Rich Stemper, Dave Walter – SWCD Staff; Gary Larson – NRCS Staff; Jason Rochester – JPB Staff; Machel Bulman – NRCS Earth Team Volunteer.

Those present took part in the Pledge of Allegiance.

**Minutes:** Chair Becker called for any additions or corrections to the minutes from the June 12, 2013 board meeting. Hearing none minutes were approved as presented.

**Employee Time Records & Supervisor Per Diems:** Motion by Meyer, seconded by Lapham, to approve the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

Motion carried.

**Treasurer's Monthly Report:** Stenhoff recommended that the June 2013 report be placed on file for audit at this time.

#### **Agency Reports:**

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

- Reported to the SWCD Board that the County has entered into an agreement with NRCS to be the local sponsors for the EWP application. Four sites were submitted. One of the sites has been classed as a contingency site and will likely be funded. Three other sites were classed as non-contingent and are on a waiting list.
- Shared with the SWCD Board the Ultima position has been filled. Bob Joachim is filling this position. He has recently toured a portion of the Bee/Duck Creek watershed with Dan Griffin and the other portion with Loren Lapham.
- Indicated to the SWCD Board the Conservation Stewardship Program sign up period is closed. Six applications are going through the scoring and ranking process which has a Friday, July 12<sup>th</sup> deadline.
- Shared with the SWCD Board Conservation Reserve Program (CRP) sign-up has several re-enrollments and site visits are being performed to inspect the practices.
- Reported to the SWCD Board that he has conducted 38 compliance reviews in Fillmore County within six days during the past month.

**Dave Walter for Ron Meiners, SWCD District Report**

- Third quarter goals were prepared and share with staff.
- Requested the permission of the board to visit and share information with the Dodge County SWCD staff and board about our transitional period when Tuck, then District Manager, retired. This would include our experience with Brian Watson that provided professional services. Permission was granted. Meiners will be meeting with them on July 18<sup>th</sup>.
- With the flooding FEMA was in the county on Tuesday, July 9<sup>th</sup> meeting and assessing damage sustained in Houston County. Main focus was infrastructure.

Stenhoff shared he had seen in the Rochester Post Bulletin that Houston County landowners that sustained flood damage are to provide their local SWCD with cost estimates of the damage.

- Shared with the SWCD Board that a free MASWCD/U of M webinar is being offered on August 2<sup>nd</sup>. The webinar is titled, “Emerging Conservation Practice & Challenges for Agricultural Drainage.” The targeted audience is MN SWCD locally elected board members and resource professionals.

**Old Business**

Walter shared an update on the Hokah Wetland Bank project. Tree planting was completed before the June flooding and spraying will need to be delayed till fall. Other components of the project are on hold due to the flooding.

Stemper shared an update on the Hayable Buffer contracts. Two of the three projects are completed. The completed Hallum site sustained flood damage. Approximately 25% of the seeding was lost. The Gray site had been too wet prior to the flooding and obtained extensive flooding. The hope is to have that site seeded in August.

Walter reported that the Conservation Partners Grant final proposal has been submitted and look to hear in August if we will receive this grant. It is a two year grant and would be effective October 2013.

Larson shared results of the annual Bear Creek Watershed inspection tour. Some maintenance is needed and shared that information. He stated that the Conservation Corp of MN may be able to help with the repair of rills etc.

**New Business**

**Motion** by Meyer, seconded by Stenhoff, approving the Nitrate Monitoring Network Contract between Houston County/Root River SWCD and SE MN Water Resource Board.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Stenhoff, seconded by Feldmeier, approving a continuing education one day seminar for Messner at the rate of \$99.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Feldmeier, seconded by Lapham, approving registration fee for Stenhoff to attend Prairie on the Edge seminar July 18 – 20<sup>th</sup> in Decorah, IA.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Walter shared with the Board that Lorayne Vix declined to accept the Conservationist of the Year Award due to publicity. Eugene and Carol Laschenski were pleased to accept award. **Motion** by Feldmeier, seconded by Meyer, approving Eugene and Carol Laschenski as the 2013 Conservationist of the Year for Houston County and authorizing funds to Glenn Kinneberg for fuel to do fly over for an aerial photo.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Walter shared that a meeting is set for 1 pm July 11<sup>th</sup> to discuss funding possibilities for June flood relief. Those invited to attend include Emergency Management, Kurt Kuhlert; Houston County DOT, Brian Pogodzinski; FSA, Kevin Elton; NRCS, Gary Larson; DNR Forestry, Val Green; Planning & Zoning, Rick Frank; Houston County Commissioners and Root River SWCD, Ron Meiners and Janice Messner.

Local update letters to the governor, senate and congressional representatives on behalf of the board have been prepared requesting assistance for the June flood event. It was mutually agreed to send these letters on the board’s behalf.



Jason Rochester reported on the damage that the Winnebago watershed structures had sustained from the June flooding. He indicated on the Staggemeyer site 1 structure there was a possibility of a design issue which increased the amount of damage on this site. He stated that solutions and cost estimates for repair were currently being worked on. Walter shared that Meiners has sent a letter and spoke with the BWSR state engineer, Al Kean, requesting state funding for minor repair and debris removal funds for the maintenance of the Winnebago sites caused by the flooding.

Stemper gave an update on each of the Crooked Creek watershed structures after the June flooding. All of the structures were full and worked well. It was the most water they have ever held. He stated maintenance and debris removal work is needed. The R-4 structure is leaking underground water presumably from the pool area. Further investigation of a possible sinkhole, which may be the cause of leakage downstream of the structure, will be checked into.

Walter shared that the county did approve being the local sponsors for the EWP agreement. The Root River SWCD is a co-sponsor. The county is responsible for 25% of the funding and NRCS 75% on approved projects.

**HAYABLE BUFFER PROGRAM**

**Cost-Share Payment Request:**

Name	Contract #	Project Estimate	Project Actual	Yearly Payment	Request
Nelson, Lowell	1	\$60.00	\$107.35	\$150.00	\$100.00/acre x .6 acres = \$60.00 <i>Project</i> \$250.00/acre x .6 acres = \$150.00 <i>Yearly Payment</i> <b>Total = \$210.00</b>

**Motion** by Stenhoff, seconded by Meyer, approving the above payment request for Lowell Nelson.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Additional New Business**

Walter indicated Todd Wiebke structure incurred much debris from the City of Spring Grove and is interested and would like assistance from the Conservation Corp of MN to assist with the clean up.

Walter also reported that Ralph Lind and Sharon Vix both need maintenance help on their CCC structures.

**State Cost Share Program**

**Motion** by Feldmeier, seconded by Stenhoff, approving an extension request letter to Mary (Kells) Peterson for the Staggemeyer site 2 project and also the request for maintenance repair funding for Winnebago sites in which the district is responsible for maintenance. Also, allowing Becker permission to sign this letter when the cost estimate for repairs has been received.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**State Cost-Share Amendment Requests**

**Motion** by Stenhoff, seconded by Meyer, approving the following amendment requests for contract #10FY11 Fitting, Jeff and contract #11FY11 Berg, Mike.

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

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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Feedlot**

Walter reported he has been working with two landowners, in Black Hammer and Winnebago townships, to install a roof over an open lot in each location.

**Watershed Updates**

**Bee/Duck Creek** – It was reported on July 1, 2013 Bob Joachim started in the position through NRCS for technical work for the Bee/Duck Creek initiative.

**Crooked Creek** – Stemper shared that the watershed committee will need to tour the Crooked Creek structures and decide on maintenance of those structures following the June flooding.

**MASWCD**

Becker shared that he attended the SE Area Resolution meeting, June 20, 2013. Our resolution was passed with a few minor changes.

Information on the SWCD Governance training course was shared. Feldmeier was interested in attending but opted to wait for a future opportunity due to possible upcoming expenses that may be incurred with the state convention.

It was shared that Becker and Messner will be representing the SWCD on the MASWCD 2013 Host Committee.

**Water Plan**

Walter reported that the 5 Year Update draft is currently being reviewed by BWSR and are waiting for comment.

**Staff Report**

Walter reported he is registered for the Wetland Delineation class being held September. During the past month prior to June flood he had been out to four or five WCA sites.

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff*

Feldmeier reported their committee met following the June 12<sup>th</sup> board meeting. He shared that job descriptions had been rewritten for Stemper and Walter due to a shift in program responsibilities.

Feldmeier also brought a recommendation to the board increasing the hourly wage for WCA duties which Walter is currently covering. The recommendation was to increase the hourly wage \$1.25 per hour effective immediately and an additional \$0.75 per hour after WCA training is completed in September. Discussion was started. During discussion Messner asked if they would prefer employees to dismiss themselves and it was agreed to do so by all present. Employees voluntarily dismissed themselves from the meeting. Upon employees rejoining the meeting a **Motion** by Meyer, seconded by Feldmeier, to table the recommendation to next month was made.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**RC & D:** *Stenhoff* – No report.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – No report.

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

**Motion by Meyer, seconded by Lapham, approving the Accounts Payable for July 2013.**

<b>Voucher #</b>	<b>Item</b>	<b>Amount</b>
3075	Ronald F. Carlsen – Office Rent July	\$858.79
3076	Kwik Trip – Fuel – SWCD Trucks = \$307.60 ; SRF Truck = \$154.91	\$462.51
3077	Winneshiek County SWCD – Bear Creek Inspection/Tour portion of meal expense	\$59.53
3078	MasterCard – Project Supplies – Root River Stream bank Revetment = \$34.38 (\$21.38, \$13.00); Office Supplies – Notary Stamp & Recording Bk. = \$84.43; WCA – Hotel for training = \$387.80	\$506.61
3079	Caledonia Wheel Alignment, Inc – '08 Chevy Silverado oil change & 4 tires	\$754.92
3080	Janice Messner – Mileage – 84 miles @ \$0.565/mile = \$47.46 – eLink Training; Meal - \$5.47 – eLink Training	\$52.93
3081	Hartford Life & Annuity Insurance Company – Policy # LU1173261 Ron Meiners = \$90.00	\$90.00
3082	Zumbro Valley Forestry LLC – Hokah Wetland Bank Project – Tree Planting	\$5,325.00
3083	University of Minnesota – Wetland Delineation Training Dave Walter	\$875.00

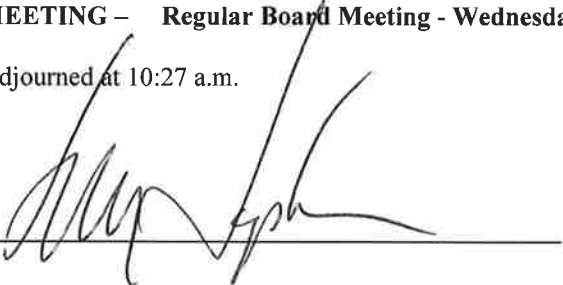
3084	Tony Becker – 2 <sup>nd</sup> Qtr. Mileage = \$45.20	\$45.20
3085	Matt Feldmeier – 2 <sup>nd</sup> Qtr. Mileage = \$61.02	\$61.02
3086	Loren Lapham – 2 <sup>nd</sup> Qtr. Mileage = \$27.12	\$27.12
3087	Doug Meyer – 2 <sup>nd</sup> Qtr. Mileage = \$61.02	\$61.02
3088	Roger Stenhoff – 2 <sup>nd</sup> Qtr. Mileage = \$54.93; Registration fee 2013 Iowa Prairie Conference = \$90.00	\$144.93
3089	Houston County Recorder – Recording fee for Notary Commission	\$20.00
3090	Postmaster – Postage	\$20.00
3091	Postmaster – Nitrate Monitoring Postage	\$
3092	Petty Cash – Janice Messner, Root River SWCD – Office Supplies = \$4.28; Education Karst trunk supplies = \$7.46; Postage – FEMA = \$2.02; Postage – Flood Staggemeyer site 2 project = \$16.80; Postage – Crooked Creek = \$2.48; Postage – Water Plan = \$3.12	\$36.16
3093	Lowell Nelson – Hayable Buffer Grant - #1 (Project & Yearly Payment)	\$210.00
	<b>Total</b>	<b>\$9,522.60</b>

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff      Opposed: None      Motion carried.

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

Meeting adjourned at 10:27 a.m.

Secretary



Date

14 Aug 2013



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

**August 14, 2013**

The Root River Soil and Water Conservation District Board of Supervisors met on August 14, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Becker called the meeting to order at 8:30 a.m.

#### **Members Present:**

Tony Becker  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

#### **Members Absent:**

#### **Others:**

Janice Messner, Dave Walter – SWCD Staff; Gary Larson – NRCS Staff.

Those present took part in the Pledge of Allegiance.

**Minutes:** Chair Becker called for any additions or corrections to the minutes from the July 10, 2013 board meeting. Hearing none minutes were approved as presented.

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

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff      Opposed: None      Motion carried.

**Treasurer's Monthly Report:** Stenhoff recommended that the July 2013 report be placed on file for audit at this time.

#### **Agency Reports:**

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

- Reported to the SWCD Board that there are approximately 50 new CRP enrollments and several continuous re-enrollments. With the re-enrollments checks and fixes are being done.
- Shared with the SWCD Board that 12 CSP applications had been received during the sign-up period. Three will likely be approved.
- Gave details to the SWCD Board on the Alameda EWP Exigency site – project engineers are Pete Fryer and Jason Rochester, JPB; project construction contractors Zenke, Inc. with subcontractor Tim Davison. Currently waiting for Notice to Proceed. EWP construction funding through NRCS will be up to \$115,000.
- Conveyed to the SWCD Board Bob Joachim, the technician that filled the Ultima position working with the Bee/Duck Creek watershed, has been visiting landowners and is getting projects lined up.
- Shared with the SWCD Board that most of the EQIP applications have been approved except those that were ranked low priority.
- Reported to the SWCD Board that landowners/operators are re-installing CRP strips.
- Set the EQIP Local Work Group meeting for Thursday, September 5, 2013 at 10 a.m.

Bob Joachim introduced himself to the Board and gave a brief update.

**Ron Meiners, SWCD District Report**

- Shared a letter and Certificate of Service that was sent to George Hammell for 17 years of service as a volunteer for the Rain Monitoring Program through the State Climatology Office. George’s successor is his son, Edward Hammell.
- Communicated to the SWCD Board a letter of concern from George Griffin regarding direct run-off to his pond which was enhanced by a BMP that was installed on an adjacent landowner’s property. Meiners shared that a site visit was done and the concern has been addressed.
- Stated a letter of action was received from the chair of the Houston County Board of Commissioners regarding concerns from Mike Kelley. Meiners stated that this issue has been cleared up.
- Reported to the SWCD Board that he met with the Dodge County SWCD staff and board and shared information, knowledge gained and ideas that resulted from our transitional period when Tuck, then District Manager, retired. This included our experience with Brian Watson who provided us with professional services. Don Buckout was also in attendance of the July 18<sup>th</sup> meeting with them and shared grant options for funding this type of service. It was highly recommended that this district should seek/employ a district manager and continue offering services to their county landowners.

**Old Business**

Stenhoff shared knowledge he gained through his attendance to the Prairie on the Edge conference held July 18 – 20<sup>th</sup> on the subject of prairie grasses and how they can serve in a manner for stream bank repair. Three different tours were held as part of the conference.

The District’s 2013 Conservationist of the Year has been selected from Feldmeier’s district. Eugene & Carol Laschenski have accepted the recognition.

The Cedar Tree Revetment project had progressed on schedule during the past month. At this time the crew has been called to Alaska and will be returning at some point in early October to complete the revetment project.

The District Board had a discussion pertaining to the Joel & Jennifer Alameida EWP project. Ron Meiners is acting as liaison for Houston County and presented the board with a variety of information about this project.

It was noted that the district board retains the right to review each request for assistance from the Root River SWCD on a case by case bases and by no means suggests that precedents is being set through their decision process. Board (**Motion** by Lapham, seconded by Stenhoff) approved applying 50% of TA funds received towards the eligible construction costs of this project. These funds will be forward to Houston County to apply to the project costs, 25% of TA funds received towards JPB for engineering services and the remaining 25% of TA funds received towards district TA costs.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**New Business**

**Motion** by Stenhoff, seconded by Meyer, approving costs for staff and board supervisors to attend the Fall Area 7 Supervisor and Employee Meeting on Monday, September 16<sup>th</sup> at Eagle Bluff Learning Center.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

Meiners presented and reviewed a six month budget update.

**Motion** by Feldmeier, seconded by Meyer, approving the following for the Root River Fall Cover Crop Program: Seeding date = October 1, 2013; no limit on acreage and an incentive payment at the rate of \$15/acre.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Meyer, seconded by Stenhoff, approving payment on repair work performed on the DNR flood control dam and the Stoltz flood control dam upon Meiners approval of site repair work.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

It was unanimously agreed upon to not pay the 2013 NACD Membership payment request.

**State Cost Share Program**

**Motion** by Feldmeier, seconded by Meyer, approving the 2013 Conservation Delivery Grant Final Financial Report.  
 Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

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

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

**Motion** by Lapham, seconded by Feldmeier, approving above cost-share payment request and transfer of funds for Jeff Fitting #10FY11.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Meyer, seconded by Lapham, approving the State Cost-Share Project Cancellation request for Mike Berg contract #11FY11 and approve the return of State Cost-Share funds from FY11 Base Grant in the amount of \$1,562.41.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**HAYABLE BUFFER PROGRAM**

**Cost-Share Payment Request:**

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

**Motion** by Feldmeier, seconded by Meyer, approving payment on the above contracts for James Gray and Gerald Hallum when acreage points are determined and based upon acres.

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff                      Opposed: None                      Motion carried.

**Feedlot**

Walter reported he has been working with two landowners. The first is out of compliance and has an August 19<sup>th</sup> court date. The second landowner that is out of compliance and will be moving a portion of his herd to another location.

**Watershed Updates**

*Bee/Duck Creek* – It was reported Bob Joachim is working with erosion control projects first. The question was raised as to how long it will be before big projects will start to be planned and installed.

*Crooked Creek* – No report.

**MASWCD**

Meiners shared that MASWCD is seeking SWCD supervisors to serve on the District Funding Taskforce.

Messner shared information from a recent tele-planning meeting for the upcoming State Convention in December.

**Water Plan**

Meiners reported that the 5 Year Update draft has been posted to our website and is open for comment. A public hearing is set for September 24, 2013 at 10 a.m. for further review and comments.

**Staff Report**

Walter reported he is working with Dan Shaw, BWSR, on the Hokah Wetland program. Doing some regrouping and putting things in motion with the project.

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff*

The continuation of discussion on the recommendation to increase the hourly wage for WCA duties was held. The recommendation was to increase the hourly wage \$1.25 per hour effective immediately and an additional \$0.75 per hour after WCA training is completed in September. After extensive discussion it was mutually agreed upon to have Meiners work through this with the employees.

Meiners reported after working with Houston County HR, Arrick-Kruger, if the need to bring on a replacement district manager would arise hiring can be done internally without publicly posting the position.

**RC & D:** *Stenhoff*

Was not able to attend the last meeting.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier*

Financial Committee met and reviewed the budget.

Area JPB meeting was held in Rochester, MN. The budget was discussed. Financially things are sitting good and could take them up to 2017 at this time.

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

**Motion by Lapham, seconded by Meyer, approving the Accounts Payable for August 2013.**

Voucher #	Item	Amount
3094	Ronald F. Carlsen – Office Rent August	\$858.79
3095	Kwik Trip – Fuel – SWCD Trucks = \$451.74; SRF Truck = \$140.74	\$592.48
3096	MasterCard – Project Supplies – Root River Stream bank Revetment = \$112.22, \$80.90, \$402.50; Meal Reimbursement – JPB Mtg. 7/31/13	\$619.11
3097	Glenn Kinneberg – Flight Tour/Conservationist of the Year	\$30.00
3098	Marv’s Body Shop – Vehicle Repair ’08 Chevy Silverado	\$1,986.14
3099	Jeff’s Automotive Repair – Vehicle Repair ’08 Ford	\$237.63
3100	Storlie’s Portable Pit Stops, LLC - Root River Stream bank Revetment – Portable Toilet Rental	\$90.84
3101	SkillPath Seminars – Education – One day seminar Janice Messner	\$99.00
3102	Postmaster – Nitrate Monitoring postage = \$329.46; Postage 1 roll = \$46.00; Water Plan postage 1 roll = \$46.00	\$421.46
3103	St. Mary’s Auto Body Shop – Towing ’08 Ford F150	\$106.88
3104	Fitting, Jeff – State Cost Care Project - #10FY11 – Diversion	\$2,775.00
3105	Minnesota DNR – Dam Safety Permit – Site 2 Staggemeyer, Mike	\$150.00
3106	MN Board of Water & Soil Resources – Return of funds FY11	\$1,562.41
3107	Gray, James – Hayable Buffer - # 3	\$
3108	Hallum, Gerald – Hayable Buffer - #2	\$
3109	Caledonia Welding & Repair, LLC – Winnebago Watershed OM – Stoltz site	\$655.00
	<b>Total</b>	<b>\$10,184.74</b>

Voting affirmative: Feldmeier, Lapham, Meyer, Stenhoff

Opposed: None

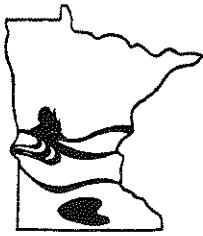
Motion carried.

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

Meeting adjourned at 11:16 a.m.

\_\_\_\_\_  
Secretary

11 Sept. 2013  
\_\_\_\_\_  
Date



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

**September 11, 2013**

The Root River Soil and Water Conservation District Board of Supervisors met on September 11, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Vice-Chair Meyer called the meeting to order at 8:36 a.m.

#### **Members Present:**

Matt Feldmeier

Loren Lapham

Doug Meyer

Roger Stenhoff

#### **Members Absent:**

Tony Becker

#### **Others:**

Janice Messner, Ron Meiners, Dave Walter – SWCD Staff; Gary Larson – NRCS Staff. Glenn Kinneberg.

Those present took part in the Pledge of Allegiance.

**Minutes:** Vice-Chair Meyer called for any additions or corrections to the minutes from the August 14, 2013 board meeting. Hearing none minutes were approved as presented.

**Employee Time Records:** Motion by Feldmeier, seconded by Stenhoff, to approve the Employee Time Records.  
Voting affirmative: Feldmeier, Lapham, Stenhoff                      Opposed: None                      Motion carried.

#### **Treasurer's Monthly Report:**

Tabled placing the August 2013 report on file. County information was not available.

Meiners informed a Management Representation letter for the 2012 Audit had been received. He and Messner reviewed the letter and did not find anything out of place and recommended board approval of acceptance. Motion by Stenhoff, seconded by Lapham, approving the Management Representation letter for the 2012 Audit.

Voting affirmative: Feldmeier, Lapham, Stenhoff                      Opposed: None                      Motion carried.

#### **Staff Report**

Walter informed the Board of a current WCA violation on Kreibich Rd. Sloughing is causing a wetland. Restoration plan will be presented to the landowner in a few weeks.

#### **Agency Reports:**

##### **Ron Meiners, SWCD District Report**

- Communicated to the SWCD Board a component of the Affordable Care Act that is in place requires informative health care information be distributed to employees. Employees have received this information.

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

- Shared with the SWCD Board that CRP conservation plan workload is wrapping up.



- Reported to the SWCD Board that construction has taken place for three EQIP contracts. A grade stabilization structure for Toby Burreichter, sinkhole repair for Peter Rosendahl and a grade stabilization structure for Kyle Hutchinson.
- Indicated to the SWCD Board that he has been working on fiscal year- end reports that are due October 1, 2013.

**Feedlot**

Walter shared that the pouring of concrete will start next week on the Schulte Farms project.

Walter reported he has been working with a landowner that continues to be out of compliance. The landowner has hired a lawyer who, to Walter's understanding, will act as a mediator.

**Old Business**

Meiners shared he had obtained an unofficial approval of our NFWF Grant application. This grant will help implement technical assistance on EQIP projects. The grant will cover a period of two and will be in the amount of \$125,000. Official approval will be received in the near future.

Meiners attended a budget meeting with the county commissioners on a preliminary proposed 2014 budget for the SWCD. Meiners shared during the meeting he was made aware that budget increases are generally a 3% increase. The preliminary budget for 2014 is a 6% increase. Meiners stated he and Messner will continue to work on the budget as he becomes aware of funding amounts on grants for the upcoming year. He will have a final budget for the board to approve at the December meeting. Once the budget is approved by the board it will be presented to the county.

**New Business**

**Motion** by Stenhoff, seconded by Lapham, to approve the FY14 SWCD Program and Operations Grant Agreement, as well as request the FY14 State Cost Share Base Grant funds be used for technical assistance and authorizing the board chair to sign the necessary request when it becomes available.

Voting affirmative: Feldmeier, Lapham, Stenhoff                      Opposed: None                      Motion carried.

6<sup>th</sup> Grade Environmental Day is set for October 1<sup>st</sup> with October 2<sup>nd</sup> as the rain date. It will be held at Camp Winnebago.

**Motion** by Lapham, seconded by Feldmeier, approving lunch expenses for presenters and staff.

Voting affirmative: Feldmeier, Lapham, Stenhoff                      Opposed: None                      Motion carried.

**State Cost Share Program**

Meiners shared that State Cost Share Feedlot funds in the amount of \$32,000 were approved for a manure pit project for Mark Gerard. Gerard has applied for additional funding through other programs to assist with the cost of the project.

**Watershed Updates**

*Bee/Duck Creek* – Meiners reported Joachim has been taking EQIP applications to install waterways. An aerial seeding application has been completed and rain is much needed.

*Crooked Creek* – Meiners shared that the plan revision is still in process and has not heard of recent action.

**MASWCD**

The Fall Area VII Supervisor and Employee Meeting will be held Monday, September 16<sup>th</sup> at Eagle Bluff Learning Center, Lanesboro, MN. At this time Lapham, Stenhoff and Meyer will be attending with the possibility of Meiners joining them. They will be leaving the SWCD office at 8 a.m. and will pick-up in Houston at 8:15.

Meiners shared that MASWCD is hosting a Conservation Agriculture Roundtable on Tuesday, September 17<sup>th</sup> from 11 am – 4 pm at the Lakeville Holiday Inn. This is open for supervisors to attend.

**Water Plan**

Meiners reported that the public hearing is set for September 24, 2013 at 10 a.m. to welcome further review and comments to the 5 Year Update draft. Justin Zmyewski will chair the hearing.

**Staff Report**

Meiners informed the Board that he is over his vacation limit due to workload needs. He stated that he will be using vacation leave next week with the hopes of reducing his vacation hours to the allowed maximum.

**Committee Reports**

**FINANCIAL COMMITTEE:** *Meyer & Lapham* – Meiners will be meeting with the committee to review wages and 2014 budget.

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* - No report.

**RC & D:** *Stenhoff* – No meeting was held.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – No report.

Feldmeier inquired about the Alameida project. Meiners stated that the project went well. Technical assistance funds were discussed. It was mutually agreed upon to distribute technical assistance funds received in the following manner. 50% of the funds will be given to Alameidas and the remaining 50% will be given to JPB. This agreement supersedes the approved motion from the September 11, 2013 board meeting.

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

**Motion by Lapham, seconded by Stenhoff, approving the Accounts Payable for September 2013.**

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

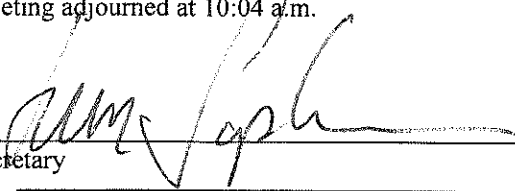
Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

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

Meeting adjourned at 10:04 a.m.

  
Secretary

9 OCT 2013  
Date



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

**October 9, 2013**

The Root River Soil and Water Conservation District Board of Supervisors met on October 9, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Vice-Chair Meyer called the meeting to order at 8:36 a.m.

#### **Members Present:**

Matt Feldmeier

Loren Lapham

Doug Meyer

Roger Stenhoff

#### **Members Absent:**

Tony Becker

#### **Others:**

Janice Messner, Ron Meiners, Rich Stemper and Dave Walter – SWCD Staff.

Those present took part in the Pledge of Allegiance.

**Minutes:** Vice-Chair Meyer called for any additions or corrections to the minutes from the September 11, 2013 board meeting. Hearing none minutes were approved as presented.

**Employee Time Records & Supervisor Per Diem:** Motion by Lapham, seconded by Feldmeier, to approve the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

**Treasurer's Monthly Report:** Stenhoff recommended that the August and September 2013 reports be placed on file for audit at this time.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

#### **Agency Reports:**

**Gary Larson, NRCS District Conservationist Report** – No report.

#### **Ron Meiners, SWCD District Report**

- Shared with the SWCD Board news articles that were brought in by Joe McManimon and a thank you from the Caledonia Argus.
- Indicated to the SWCD Board that government shutdown has eliminated the use of the copy machine/scanner and are not working on federally funded projects.
- Reported to the SWCD Board that the owner of Scheck Mill is requesting help to repair flood damages incurred during the June 2013 flood event. This is a historical site. He is asking for direction of grant or cost share opportunities to get the turbine working efficiently as it was prior to flooding. Stemper indicated he has been on-site and felt that EQIP funding may be a possibility for conservation work that will be needed on the property (outside the mill building).
- Informed the SWCD Board that third quarter goals have been reviewed with each staff member and fourth quarter goals have been set.

- Reported to the SWCD Board that the Root River Stream bank Revetment project started again this week.
- Shared with the SWCD Board that the Staggemeyer site #2 project site showing was held in the office on Monday, October 7<sup>th</sup>. Bids for the project are due on Thursday, October 10<sup>th</sup> by 4:30 p.m. and bid opening is scheduled for Friday, October 11<sup>th</sup> at 9:00 a.m. It is hopeful that construction will begin on October 21<sup>st</sup> or 22<sup>nd</sup>. Meiners stated that he would like to have a commissioner and supervisor tour of the site during construction after a commissioners meeting.

**Old Business**

Messner reported on the 6<sup>th</sup> Grade Environmental Day that was held October 1<sup>st</sup>. There were 233 Houston County students in attendance. The Board mutually agreed to make a donation to Camp Winnebago, for the use of their facilities, in the amount of \$100.00 of which half of this amount would be matched by Water Plan funds.

Meiners shared that we have not received official word on an approval on our NFWF Grant application. This grant will help implement technical assistance on EQIP projects. The grant will cover a period of two and will be in the amount of \$125,000. Unofficial approval was received.

Meiners stated that a grant opportunity was brought to his attention and we have applied for the Fishers & Farmers Partnership Grant. The grant is funded through a private organization for stream bank revetment. This grant would give us the opportunity to have additional stream bank work done on the Riceford Creek near the current project being funded through The Nature Conservancy. We applied for approximately \$10,000.

Arrangements are currently being worked out to have maintenance work performed on the Bear Creek projects.

**New Business**

**Motion** by Lapham, seconded by Feldmeier, to approve below listed Cover Crop application acreages with the exception of Mike Ingvalson, Jeff Kruckow and Schulte Farms. These three applications are each being approved with a 75 acre cap.

Voting affirmative: Feldmeier, Lapham, Stenhoff		Opposed: None	Motion carried.
<i>Dave Tessmer</i>	<i>Section 29, 20, 17, 12, 31 Union Twp.</i>	<i>40 acres</i>	<i>Soybeans/Oats, Tillage Radish &amp; Rye</i>
" "	<i>Section 2 Caledonia Township</i>		
<i>Joe Sullivan</i>	<i>Section 2 Caledonia Township</i>	<i>13.09 acres</i>	<i>Corn for grain/Winter Rye &amp; Tillage Radish</i>
" "	<i>Section 2 Caledonia Township</i>	<i>26.91 acres</i>	<i>Soybeans/Winter Rye &amp; Tillage Radish</i>
<i>Edwin Boldt</i>	<i>Section 22 &amp; 23 Houston E Twp.</i>	<i>14 acres</i>	<i>Corn for silage/Rye</i>
<i>Mike Ingvalson</i>	<i>Section 3 Caledonia Township</i>	<i>109 acres</i>	<i>Corn for silage/Oats</i>
<i>Steve Fruechte</i>	<i>Section 1 Black Hammer Twp.</i>	<i>40.4 acres</i>	<i>Corn for silage/Winter wheat &amp; Winter Rye</i>
<i>Robert Ellenz</i>		<i>40 acres</i>	<i>/Annual ryegrass &amp; Tillage Radish</i>
<i>Jeff Kruckow</i>	<i>Section 23 Sheldon Township</i>	<i>89 acres</i>	<i>Corn for silage/Oats</i>
<i>Schulte Farms</i>	<i>Sects. 9, 4 &amp; 5 Caledonia Twp.</i>	<i>95 acres</i>	<i>Corn for silage/Rye</i>
<i>Steve Klug</i>	<i>Section 1 Spring Grove Twp.</i>	<i>30 acres</i>	<i>Corn for silage/Rye</i>
<i>Gerald Skifton</i>	<i>Section 10 &amp; 11 Houston Twp.</i>	<i>20 acres</i>	<i>Corn for silage/Rye</i>
" "	<i>Section 10 &amp; 11 Houston Twp.</i>	<i>20 acres</i>	<i>Soybeans/Rye (not planted yet)</i>

**Motion** by Feldmeier, seconded by Stenhoff, approving the purchase of the award for the Conservationist of the Year.

Voting affirmative: Feldmeier, Lapham, Stenhoff      Opposed: None      Motion carried.

An appreciation dinner was discussed for the Conservationist of the Year. Discussion on location, price and date were held. It was mutually agreed upon that the district would cover the meal of the recipient and their family while supervisors, staff and significant other would cover the cost of their own meal.

**State Cost Share Program**

**Motion** by Lapham, seconded by Feldmeier, approving the 2011 Cost Share Base Grant Final Financial Report.

Voting affirmative: Feldmeier, Lapham, Stenhoff      Opposed: None      Motion carried.

**Feedlot**

Walter reported that there has not been any further action with the non-compliant landowner that had hired a lawyer. The same landowner is in violation on their septic system and needs to bring that into compliance this month.

Walter informed the Board of application requirements for State Feedlot Cost Share projects. One requirement is the project must be at least \$30,000 to be considered for funding. A project estimate for Bob Ellenz project, to bring it in to compliance, is less than the required amount. This is being noted in his file and no further action can be done at this time.

A project for another landowner had too low of a ranking priority for the feedlot cost share funds and thus will try to obtain funding through EQIP.

Walter shared that concrete has been poured on the Schulte Farms project.

**Watershed Updates**

*Bee/Duck Creek* – No report.

*Crooked Creek* – Stemper shared the committee is meeting on October 11, 2013.

- They will address setting their levy.
- Review an opportunity to be involved with a solution to a flood damaged road from the June 2013 flood event. City of Caledonia is also part of the project and is seeking financial assistance from the committee to resolve the issue.
- On the Crooked Creek Plan they will be relooking at project priorities and pairing them down. Stemper indicated the final draft should be submitted by the end of fall or early winter.

**MASWCD**

Lapham gave a brief update from the Fall Area VII Supervisor and Employee Meeting held Monday, September 16<sup>th</sup>. Main topic was a “Total Watershed Plan” approach instead of an individual county approach.

**Motion** by Lapham, seconded by Stenhoff, approving \$200.00 be set aside for the Area 7 MASWCD calendars.

Voting affirmative: Feldmeier, Lapham, Stenhoff                      Opposed: None                      Motion carried.

Meiners made mention to the By-Laws of the SE MN MASWCD that were distributed.

Resolution questions were addressed and ballots collected.

**Motion** by Feldmeier, seconded by Lapham, approving costs for supervisors and staff to attend the Annual Convention (registration, meals, room) and costs for Conservationist of the Year covering either their mileage and meal or room and meal.

Voting affirmative: Feldmeier, Lapham, Stenhoff                      Opposed: None                      Motion carried.

Meiners made mention to the Business Meeting Packet that was distributed for the MASWCD Annual Meeting.

**Water Plan**

Meiners reported that the public hearing was held on September 24, 2013 to welcome public comments to the 5 Year Update draft. There were no comments that day. On October 3<sup>rd</sup> at the monthly Water Plan meeting three prior comments were addressed and action was taken. The draft is now submitted for state review.

**Staff Report**

Walter reported he had attended the five day WCA training. Stated it was a good training and made mention that the Area Wetland Specialist is willing to help here in the county.

Walter also updated the Board on the Hokah wetland violation. Action is needed by the landowner in October.

Walter reported he also followed up on a call regarding concrete being dumped in a wetland area in Money Creek Township. Upon visiting the site it was determined that it was not a wetland site but is located in a flood plain. The complaint was redirected to the county zoning office.

Messner reported on the Domestic Well Network program's recent action. 36 sample collection requests went out and 32 were returned. Samples were taken to MPCA who has forward them to the lab. Currently, waiting for the results.

### Committee Reports

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* - No report. Meiners indicated they should meet after the first of the new year to start preparation for his retirement and replacement.

**RC & D:** *Stenhoff* – Stenhoff reported he and Glenn Kinneberg had attended the meeting on September 30th. A field day tour of a native grass planting near Fugel's Mill was held. Other topics during the meeting included conversation on various resources such as wind and solar.

Meiners stated that he will be meeting with the RC & D director to discuss the possibility of funding for the Scheck Mill.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – No report.

### **\*\*\*Accounts Payable:\*\*\***

**Motion by Feldmeier, seconded by Lapham, approving the Accounts Payable for October 2013.**

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

3140	Petty Cash – Postage = \$21.10; Nitrate Monitoring Postage = \$0.15; State Cost Share Flood Postage = \$11.60; Water Plan Education Nitrate Testing Houston County Fair = \$3.09	\$35.94
3141	MasterCard – Office Supply (Ink)	\$204.91
3131	Camp Winnebago - 6 <sup>th</sup> Grade Environmental Day - Donation	\$100.00
	<b>Total</b>	<b>\$9,183.70</b>

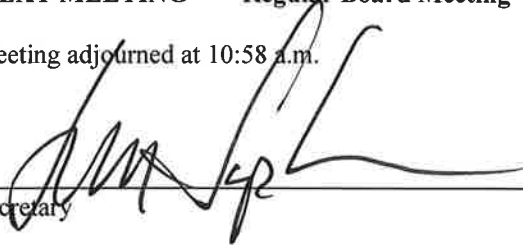
Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

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

Meeting adjourned at 10:58 a.m.

  
\_\_\_\_\_  
Secretary

**13 Nov 2013**  
\_\_\_\_\_  
Date



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

November 13, 2013

The Root River Soil and Water Conservation District Board of Supervisors met on November 13, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting. Chair Becker called the meeting to order at 8:30 a.m.

#### **Members Present:**

Tony Becker  
Matt Feldmeier  
Loren Lapham  
Doug Meyer  
Roger Stenhoff

#### **Members Absent:**

#### **Others:**

Janice Messner, Ron Meiners and Rich Stemper – SWCD Staff; Lance Klessig – NRCS Staff; Steve Lawler – BWSR.

Those present took part in the Pledge of Allegiance.

**Minutes:** Chair Becker called for any additions or corrections to the minutes from the October 9, 2013 board meeting. Hearing none minutes were approved as presented.

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

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer                      Opposed: None                      Motion carried.

**Treasurer's Monthly Report:** Stenhoff recommended that the October 2013 report be placed on file for audit at this time.

#### **Agency Reports:**

##### **Lance Klessig, NRCS Report**

- Shared with the SWCD Board that projects are wrapping up nicely even with the short construction season due to late planting and harvesting, wet conditions and now snow. Several thousand feet of terraces have been installed (Palen, Tim McCormick and Todd Schroeder). One grade stabilization structure has been installed for Logan Meyer and three additional structures are in process. Terrace is being installed at Jeff Kathan Berry Farm near La Crescent.
- Indicated to the SWCD Board that Bob Joachim continues to work in the Waterloo Creek and Bee/Duck Creek areas. He has generated much interest in cost sharable waterways for 2014 and a few structures or structure rehabs.
- Stated to the SWCD Board that CSP payments are being made for the end of year.
- Informed the SWCD Board that there will not be any new FSA programs until a new budget is reached thus effecting CRP signups and other programs.
- Reported to the SWCD Board EQIP sign-up is always open and money was secured from the previous farm bills. December 20<sup>th</sup> is the first 2014 deadline.
- Shared with the SWCD Board that several good projects are planned or are possibilities such as a large waterway on the Dana Meiners farm and Charlie Wiegrefe waterway with Hendel.



**Ron Meiners, SWCD District Report**

- Circulated the MCIT Annual Report and shared with the SWCD Board that the MCIT 2013 Annual Meeting is scheduled for Monday, December 9<sup>th</sup> and are welcome to attend.
- Shared a thank you letter with the SWCD Board from Camp Winnebago.
- Reported to the SWCD Board that he and Bob Scanlan responded to a call on Friday evening, November 8<sup>th</sup> on Riceford Creek regarding gray creek water called in by Walt Nigon.
- Informed the SWCD Board that CRP buffer letters were sent out to 20 landowners in the Root River watershed that were affected by the June flood event.
- Indicated to the SWCD Board that Steve Lawler, BWSR, had recommended that the Comprehensive Water Plan Implementation Schedule have a column added indicating project completion with date. Meiners also made mention that one committee member has not been in attendance for some time and other representatives from his area have recently joined the committee.
- Brought before the SWCD Board a request for a possible volunteer. Meiners shared information that he was given about the individual. Meiners requested that it be up to the board's discretion of bringing him on as a volunteer. Concern about staff also being comfortable was shared. Lawler suggested checking with MCIT regarding liability if a volunteer is brought on.

**Steve Lawler, BWSR**

- Shared with the Board that the 5 year Water Plan Update was approved by the BWSR sub-committee and will be presented for approval at the December BWSR meeting.
- Spoke to the Board about having a strong grant writing person accessible for the SWCD to be able to acquire grants on the district's behalf. He shared that Meiners along with other district managers had expressed a possible interest of combining together and employing or contracting with one specific grant writer to serve multiple SWCD's in the tri-county area.
- Stressed the importance of detailed reporting and having the technicians on board with this.

**Old Business**

**Motion** by Meyer, seconded by Lapham approving the NFWF grant agreement between the Root River SWCD and NFWF. Discussion about the importance of the match for the grant was discussed as well as the detailed timesheet reporting that will be required. The Board requested monthly updates on the matching hours for the grant.

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer                      Opposed: None                      Motion carried.

Meiners stated that our grant application for the Fishers & Farmers Partnership Grant was not awarded, but another organization was very interested in the possibility of funding the proposed cedar tree revegetation project through the MN Corn Growers. Meiners shared that we have submitted our application for the MN Corn Growers grant opportunity.

Meiners updated the Board on the Mike Staggemeyer Site 2 project. Currently, the project is on hold due to soil conditions. The SWCD requested an extension on the project contract from Mary Kells Peterson, BWSR. The extension would allow the Board the opportunity to extend the contract with the landowner beyond the maximum two year window for completion. This request was granted with the extension expiring on July 31, 2014. This now allows the Board the opportunity to amend an amendment request if presented to them. Meiners shared that an amendment request for extension has been signed by the landowner and is awaiting the engineer's signature. He stated that this should be ready for the board's consideration next month.

The Conservationist of the Year Appreciation Dinner will be held Wednesday, November 20<sup>th</sup> at 6:15 pm at Good Times.

**Motion** by Meyer, seconded by Feldmeier, declining the opportunity to pay dues to be members of the NACD for 2013.

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer                      Opposed: None                      Motion carried.

**Motion** by Lapham, seconded by Stenhoff, denying a seeding date extension request to Joe Sullivan for the fall cover crop incentive program funded through The Nature Conservancy.

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer                      Opposed: None                      Motion carried.

**New Business**

**Motion** by Meyer, seconded by Lapham, declining membership to Farm Bureau.

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer                      Opposed: None                      Motion carried.

**Motion** by Meyer, seconded by Feldmeier, approving payment of the MACDE 2014 membership dues for the SWCD staff at \$20/employee.

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer                      Opposed: None                      Motion carried.

Meiners shared that MACDE raffle tickets had been received and asked if the supervisors would be interested in helping with the sale of the tickets. It was decided to have the tickets available for sale at the front counter.

Messner provided the board with the proposed tree orders (Schumacher and the State Nursery) along with the customer order form.

**Motion** by Meyer, seconded by Stenhoff, approving the orders and order form.

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer                      Opposed: None                      Motion carried.

Meiners shared with the board that an individual that Walter has been working with on a WCA violation has expressed his disapproval in Walter. Meiners informed the board that Walter had followed procedure.

Lapham dismissed himself from the meeting momentarily.

**Motion** by Feldmeier, seconded by Stenhoff, approving a special board meeting on December 11, 2013 at 1p.m. Topics to be covered include budget review and wage negotiations. Regular board meeting set for December 18, 2013 at 8:30 a.m.

Voting affirmative: Feldmeier, Stenhoff, Meyer                      Opposed: None                      Motion carried.

Lapham rejoined the meeting.

**State Cost Share Program** – No report.

**Feedlot** – No report.

**Watershed Updates**

*Bee/Duck Creek* – Klessig shared during the NRCS agency report.

*Crooked Creek* – No report.

**MASWCD**

Messner shared the attendance and hotel plans for the Annual Convention, December 1 – 3, 2013.

**Motion** by Stenhoff, seconded by Lapham, approving an expenditure of up to \$50 for item(s) for the auction at the convention.

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer                      Opposed: None                      Motion carried.

**Water Plan**

Meiners shared during the SWCD agency report.

**Staff Report**

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* - No report.

**RC & D:** *Stenhoff* – Meiners indicated that he would be meeting with Suzy Meneguzzo, RC & D director, on November 19<sup>th</sup> to discuss the possibility of funding for the Scheck Mill.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – No report.

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

**Motion** by Feldmeier, seconded by Meyer, approving the Accounts Payable for November 2013.

Voucher #	Item	Amount
3142	Ronald F. Carlsen – Office Rent November	\$858.79
3143	Bluff Country Newspaper Group – Spring Grove Herald – Water Plan Notice = \$87.00	\$87.00
3144	Steve Fruechte – Fall Cover Crop – 40.4 acres @ \$15.00/acre	\$606.00
3145	MASWCD – Convention registration fees	\$1,310.00
3146	Edwin Boldt – Fall Cover Crop – 14 acres @ \$15.00/acre	\$210.00
3147	Mike Ingvalson – Fall Cover Crop – 75 acres @ \$15.00/acre	\$1,125.00
3148	Schumacher's Nursery & Berry Farm Inc. – Trees – Tree Order	\$1,741.50
3149	Robert Ellenz – Fall Cover Crop – 35.47 acres @ \$15.00/acre	\$532.05
3150	Jeff Kruckow – Fall Cover Crop – 75 acres @ \$15.00/acre	\$1,125.00
3151	Schulte Farms – Fall Cover Crop - 75 acres @ \$15.00/acre	\$1,125.00
3152	Steve Klug – Fall Cover Crop – 30 acres @ \$15.00/acre	\$450.00
3153	Gerald Skifton – Fall Cover Crop – 30 acres @ \$15.00/acre	\$450.00
3154	Peterson Company, Ltd. – Audit	\$2,500.00
3155	SE MASWCD – Calendars	\$200.00
3156	Dave Walter – Feedlot – Meal Reimbursement	\$9.50
3157	Rich Stemper – RR Streambank Revetment – Project Expense = \$14.92; Reimbursement – Media Day = \$18.75	\$33.67
3158	Houston County Treasurer – Maps – 6 @ \$3.00	\$18.00
3159	Chosen Valley Testing – Staggemeyer Site 2 – Soil Borings - #29FY09FR3	\$3,975.00
3161	Houston County Highway Department – Supplies for decal on truck	\$4.69
3162	MACDE – 2014 Employee Membership Fee – 4 @ \$20/employee	\$80.00
3163	Kwik Trip – Fuel – SWCD Trucks = \$365.64; SRF Truck = \$261.31	\$626.95
3164	Dave Lind Awards – Plaques – Conservationist of the Year & Biske Appreciation = \$69.47; Sally Kinneberg Award = \$39.54	\$109.01
3165	MN State Nursery Account – Trees – State Order	\$1,911.00
3166	Postmaster – Trees – 2 rolls @ \$46.00 each	\$92.00
3167	MasterCard – Office Supplies	\$41.93
	<b>Total</b>	<b>\$19,222.09</b>

Voting affirmative: Feldmeier, Lapham, Stenhoff, Meyer

Opposed: None

Motion carried.

**NEXT MEETING – Special Board Meeting – Wednesday, December 11, 2013, 1:00 p.m.** Ag Service Center  
**Regular Board Meeting - Wednesday, December 18, 2013, 8:30 a.m.** Ag Service Center

Meeting adjourned at 10:40 a.m.

  
 Secretary

10 DEC 2013  
 Date





## Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

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

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

Attachment A

December 16, 2013

Ann Diersen  
Houston County Personnel  
304 South Marshall Street  
Caledonia, MN 55921

Dear Ann,

On December 11, 2013 the Root River SWCD Board approved the following cost of living and salary increases as follows:

**As of January 1, 2014 – June 30, 2014:**

<u>Employee</u>	<u>Current</u>	<u>Approved</u>	<u>Description</u>
Ron Meiners	\$27.15/hr.	\$27.42/hr.	1% cost of living increase
Rich Stemper	\$21.52/hr.	\$23.00/hr.	Salary increase of \$1.25/hr. plus 1% cost of living increase
Dave Walter	\$20.33/hr.	\$22.55/hr.	Salary increase of \$2.00/hr. plus 1% cost of living increase
Janice Messner	\$17.16/hr.	\$18.59/hr.	Salary increase of \$1.25/hr. plus 1% cost of living increase

**As of July 1, 2014:**

<u>Employee</u>	<u>Current</u>	<u>Approved</u>	<u>Description</u>
Ron Meiners	\$27.42/hr.	\$27.83/hr.	1.5% cost of living increase
Rich Stemper	\$23.00/hr.	\$23.35/hr.	1.5% cost of living increase
Dave Walter	\$22.55/hr.	\$22.89/hr.	1.5% cost of living increase
Janice Messner	\$18.59/hr.	\$18.87/hr.	1.5% cost of living increase

We ask that this wage change be effective starting on January 1, 2014.

Please feel free to contact me with any questions, (507) 724-5261 ext. 3.

Sincerely,

Ron Meiners  
District Manager  
Root River SWCD



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

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

Agricultural Service Center

Caledonia, MN 55921

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

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

### **MINUTES OF THE ROOT RIVER SWCD**

December 18, 2013

The Root River Soil and Water Conservation District Board of Supervisors met on December 18, 2013 at the Ag Service Center in Caledonia, Minnesota for its regular meeting Vice Chair Meyer called the meeting to order at 8:40 a.m.

#### **Members Present:**

Matt Feldmeier

Loren Lapham

Doug Meyer

Roger Stenhoff

#### **Members Absent:**

Tony Becker

#### **Others:**

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

Those present took part in the Pledge of Allegiance.

**Minutes:** Vice Chair Meyer called for any additions or corrections to the minutes from the November 13, 2013 board meeting and December 11, 2013 special board meeting. Request to have individual employees approved wages added in the minutes of the December 11, 2013 special board meeting minutes. **Motion** by Feldmeier, seconded by Lapham, approving the minutes with the requested additional information.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

**Employee Time Records:** **Motion** by Stenhoff, seconded by Feldmeier, to approve the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

**Treasurer's Monthly Report:** **Motion** by Stenhoff, seconded by Lapham, approving the recommendation to submit the November 2013 report to be placed on file for audit at this time.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

#### **Agency Report:**

##### **Ron Meiners, SWCD District Report**

- Circulated the MCIT Annual reimbursement and Award of Excellence on loss and casualty.
- Reported to the SWCD Board that the City of Hokah had shared their Wellhead Protection Program plan.
- Shared a thank you note with the SWCD Board from Leota Bauer regarding sympathy of Shorty Bauer.
- Reported to the SWCD Board that a landowner meeting with Milford McKay, DNR Forestry, NRCS and SWCD will be held on Monday, December 23<sup>rd</sup> at 10:00 a.m. on site. Supervisor Feldmeier was invited to attend seeing the landowner is in his district.
- Informed the SWCD Board that an educational push will be done through news articles and group meetings. He will be designating this to staff.

**Old Business**

**Motion** by Lapham, seconded by Stenhoff, approving the 2013 Final Audit.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

Meiners stated that we are waiting to hear the status of the MN Corn Growers Grant application we submitted.

The Conservationist of the Year Appreciation Dinner was held Wednesday, November 20<sup>th</sup> at 6:15 p.m. at Good Times. The event went well. It was suggested that we may consider requesting the basement facility at Good Times. It was also suggested that we consider the Stratford Inn near Spring Grove, MN in the future.

**Additional Agency Report:****Gary Larson, NRCS Report**

- Shared with the SWCD Board with no Farm Bill there has been no new CRP.
- Indicated to the SWCD Board that SE Minnesota will be receiving a substantial amount of EQIP funds for 2014. The January scoring and ranking deadline is being postponed till February. There will be additional scoring and ranking periods in March and April. Larson also shared a few new practices – seasonal high tunnels and farmstead energy practices.
- Reported to the SWCD Board that CSP payments are currently being made.

**New Business**

**Motion** by Lapham, seconded by Feldmeier, tabling the request of a tax-deductible donation from Four Seasons Community Center for two months.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

Meiners shared the temporary position has been posted. Two individuals have provided resumes with a third to be received next week. The position is 24 hours per week at \$14.45 per hour. May consider having individual start at the beginning of the pay period on January 13, 2014.

**Motion** by Lapham, seconded by Stenhoff, approving the 2014 Budget.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

**State Cost Share Program**

Meiners and Stemper shared information about a potential project for a landowner in Yucatan Township. NRCS Area Office viewed the site and indicated that the project area would meet qualification for an NRCS approved project. Different funding opportunities were discussed including the possibility of State Cost Share in addition to other sources of funding. At this point results of the site visit have not been shared with the landowner.

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

**Motion** by Lapham, seconded by Stenhoff, approving completion date amendment request for Staggemeyer, Mike #29FY09FR3, amending contract completion date from 6/27/14 to 7/31/14.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

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

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

**Motion** by Lapham, seconded by Stenhoff approving above partial payment request for Mike Staggemeyer.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

**Feedlot**

Walter reported that year-end numbers have been met with all inspections being completed for the year.

**Watershed Updates**

**Bee/Duck Creek** – Larson shared that EQIP applications for smaller projects have been coming in. He also noted that Lane Zaffke is interested in a large structure.

Stenhoff shared that the Bee/Duck Creek Committee will be meeting on the morning of Monday, January 15, 2014 at the Spring Grove Log Cabin and will be bringing on Robert Vogel who has expressed interest in the committee.

**Crooked Creek** – Stemper shared Crooked Creek's annual meeting will be held Friday, December 20<sup>th</sup> and will be addressing several action items of which include the NFWF grant and the contract for services with Root River SWCD.

**MASWCD**

Annual Convention was held December 1 – 3, 2013 in Bloomington, MN. The supervisors in attendance shared the topic focuses where soil health, nitrates and a total watershed approach. They also shared that our resolution passed. Meiners shared that our Conservationist of the Year, Eugene & Carol Laschenski, enjoyed the Conservationist Luncheon.

Meiners shared the MASWCD Year in Review hand out. Each supervisor received a copy.

**Water Plan**

Meiners shared during the December meeting committee member assignments were discussed. He also shared that we are currently waiting to hear from BWSR if the 5 Year Water Plan Draft was accepted.

**Staff Report**

Messner shared that she has been working on setting up the reporting for the NFWF grant along with landowner files and completed the Fall Cover Crop reporting.

Walter requested to meet with the Personnel Committee following the board meeting.

Meiners requested that planning meetings for district manager's retirement be held. It was decided that the full board would meet following the January board meeting to start planning for Meiners retirement.

**Committee Reports**

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

**PERSONNEL COMMITTEE:** *Feldmeier & Stenhoff* - No report.

**RC & D:** *Stenhoff* – No meeting has been held recently. Larson shared that Beckwith is the new coordinator.

**JOINT POWERS FINANCE COMMITTEE:** *Feldmeier* – Reported a meeting will be held in January 2014.

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

**Motion by Feldmeier, seconded by Lapham, approving the Accounts Payable for December 2013.**

Voucher #	Item	Amount
3168	Ronald F. Carlsen – Office Rent December	\$858.79
3169	Hartford Life & Annuity Insurance Company – Policy # LU1188704 Dave Walter = \$90.00; Policy # LU1039333 Rich Stemper = \$90.00	\$180.00
3170	Toby Burrichter – Push-Up Pond – 2013 - #1 – No pipe	\$600.00
3171	MasterCard – Banquet Meal Expense = \$28.19; Banquet Meals Expense = \$272.39; Banquet Meal Expense (will be reimbursed) = \$14.68; Office Supplies = \$357.54; General Supply – Camera = \$97.04; Lodging – Convention – 3 @ \$203.40 ea. = \$610.20	\$1,380.04
3172	Riehm Construction – Staggemeyer Site 1 Repair – Winnebago Watershed = \$1,866.00	\$1,866.00



3173	MN Department of Agriculture – 2014 Nursery Stock Certificate – Trees	\$175.00
3174	Ellingson Motors – Vehicle Maintenance Oil Change 2008 Chev.	\$35.37
3175	Mary Ann’s Floral – State Convention Auction Item = \$50.00; Sympathy Gift – Shorty Bauer Family = \$29.39	\$79.39
3176	Dave Tessmer – Fall Cover Crop – 6 acres @ \$15.00/acre	\$90.00
3177	Mike Staggemeyer – Site 2 #29FY09FR3 Partial Payment	\$7,250.49
3178	Houston County Farm Bureau – Plat Books – 4 @ \$31.00/each (Field Supply)	\$124.00
3179	Petty Cash	\$14.68
3180	Eugene Laschenski – State Convention Lodging	\$101.70
3181	Schumacher ‘s Nursery & Berry Farm, Inc. – Additional trees	\$96.00
3182	Kwik Trip – Fuel – SWCD Trucks = \$250.63; SRF Truck = \$59.58	\$310.21
3183	Becker, Tony – 4 <sup>th</sup> Qtr. – Mileage - 60 miles @ \$0.565	\$33.90
3184	Feldmeier, Matt – 4 <sup>th</sup> Qtr. – Mileage – 144 miles @ \$0.565	\$81.36
3185	Lapham, Loren – 4 <sup>th</sup> Qtr. – Mileage – 80 miles @ \$0.565	\$45.20
3186	Meyer, Doug – 4 <sup>th</sup> Qtr. – Mileage - 120 miles @ \$0.565	\$67.80
3187	Stenhoff, Roger – 4 <sup>th</sup> Qtr. – Mileage – 129.6 miles @ \$0.565	\$73.24
	<b>Total</b>	<b>\$ 13,463.17</b>


Voting affirmative: Feldmeier, Lapham, Stenhoff                      Opposed: None                      Motion carried.

**Motion** by Lapham to bring back the tax deductible donation request from Four Seasons Community Center. Motion died from a lack of a second.

Meyer expressed with officer elections at the January meeting, he will not accept the Chair position. Meyer stated he has held the position several times over the course of his years on the board and wants the opportunity to be available to other board members.

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

Meeting adjourned at 10:45 a.m.

  
 \_\_\_\_\_  
 Secretary

  
 \_\_\_\_\_  
 Date