



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

January 14, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on January 14, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

District Manager Selness called the meeting to order at 12:58 p.m.

Members Present:

Duane Conniff
Matt Feldmeier
Loren Lapham
Roger Stenhoff

Members Absent:

Cecil Graf

Others:

Janice Messner, Anne Selness and Dave Walter– SWCD Staff; Steve Rischette, Interim Houston County Extension Agent; Glenn Kinneberg.

Those present took part in the Pledge of Allegiance.

Officers & Appointments: Motion by Conniff, seconded by Stenhoff, approving Roger Stenhoff as Chair, Matt Feldmeier as Vice Chair, Cecil Graf as Secretary, Duane Conniff as Treasurer and Loren Lapham as Reporter.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Chair Stenhoff lead the remainder of the meeting.

Committee Appointments for 2015

Finance Committee: Conniff & Feldmeier

Personnel Committee: Graf & Lapham

RC&D: Stenhoff

RC&D: Glenn Kinneberg, Citizen at Large

State Revolving Fund [JPB Finance Committee]: Conniff

Motion by Feldmeier, seconded by Lapham, approving committee appointments for 2015.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Meeting Date & Time: Motion by Feldmeier, seconded by Conniff, to hold the monthly Root River SWCD board meetings on the second Wednesday of the month at 8:30 a.m. or 1:00 p.m. for winter months at the Ag Service Center in Caledonia, Minnesota.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Minutes: Motion by Feldmeier, seconded by Conniff, approving the minutes from the December 10, 2014 board meeting.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

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

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Treasurer's Monthly Report: Treasurer Conniff made the recommendation to place the December 2014 report on file for audit.

Motion by Feldmeier, seconded by Lapham, approving the continuation of the following:

Houston County Treasurer – as depository for all district funds

Bank of the West – as the general checking account

Eitzen State Bank – investment designated reserve and cost-share

MCIT – Bonding & Insurance Liability, Property, and Workman's Compensation insurance

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Agency Reports:

Anne Selness, SWCD District Report

- Informed the SWCD Board that a public hearing on the frac sand ordinance was held January 6, 2015. Since the hearing, the committee met and made changes to the ordinance. The updated draft ordinance will be posted on the Houston County web-site and another public meeting will be held.
- Reported to the SWCD Board that the One Watershed, One Plan committee has selected Houston Engineering to do the modeling work that is needed. The Policy Committee will be meeting on January 21, 2015.

Old Business – None to report.

State Cost Share Program – None to report.

Staff Reports:

Dave Walter – Program Reports

- **NFWF** – Walter reported we have met or exceeded many of the deliverables for the grant. Three deliverables remain with two of the three scheduled for fall 2015. The third deliverable is continuously being worked on.
- **Feedlot** – Walter shared that he has been assigned the feedlot program for 2015. Level III evaluations are being performed. An ongoing compliance issue with a court order continues. On February 10th the landowner will need to present a plan to bring the feedlot into compliance and must be approved by all parties concerned. The landowner has until June 15, 2015 to have all improvements made to bring the feedlot into compliance.

Rich Stemper – Program Reports

- **WCA** – Walter reported on Stemper's behalf that the TEP Panel has recently met. He also stated that CP Rail is proposing the installation of a side rail south of his homestead to just north of Lawrence Lake boathouses. Wetlands are involved in this project area.
- **MN Corn Growers** – Selness reported on Stemper's behalf that he has been contacting landowners in the Riceford Creek area to propose cedar revetment for their stream bank property.

Janice Messner – Program Report

- **Envirothon** – Messner reported that she did a mailing to all the high schools in Houston County regarding the event. To date she has not received any responses of interest. She will be contacting the schools within the next two weeks to see if there is any interest in participation for 2015. The event will be held Wednesday, May 6th.

Watershed Update:

Crooked Creek – No report.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago - No report.

MASWCD

The 2015 MASWCD Legislative Briefing & Day at the Capitol on January 26 – 27, 2015 will be attended by Selness and Stenhoff.

Water Plan – No report.

Committee Reports

FINANCIAL COMMITTEE: *Conniff & Feldmeier* – No report.

PERSONNEL COMMITTEE: *Graf & Lapham* - No report.

RC & D: *Stenhoff* – No report.

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

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

Motion by Lapham, seconded by Conniff, approving the Accounts Payable for January 2015.

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

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Lapham requested that the meeting be closed to discuss personnel and funding. **Motion** by Feldmeier, seconded Lapham to close the meeting.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Lapham to reconvene the meeting.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Lapham to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Conniff


Opposed: None

Motion carried.

Meeting adjourned at 2:25 p.m.

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


Secretary


Date



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MINUTES OF THE ROOT RIVER SWCD

February 11, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on February 11, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 12:59 p.m.

Members Present:

Duane Conniff
Matt Feldmeier
Cecil Graf
Loren Lapham
Roger Stenhoff

Members Absent:

Others:

Janice Messner, Anne Selness and Dave Walter – SWCD Staff; Steve Lawler, BWSR; Bob Scanlan, Houston County Planning & Zoning; Glenn Kinneberg.

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Feldmeier, seconded by Lapham, approving the minutes from the January 14, 2015 board meeting with the additional note being made that the new business conducted during the closed session of the meeting was done in error. Notes are available of the business conducted during close session portion of the meeting.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

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

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Treasurer Conniff made the recommendation to place the January 2015 report on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Reviewed with the SWCD Board the annual Civil Rights Responsibilities for Partners.
- Stated that the current sign-up period for EQIP will end Friday, February 20th. Scoring and ranking of the applications will follow.
- Shared that the spring workload is being prepared. A special thanks was given to the SWCD, Dave and Rich, for their extra help with this.
- Informed the SWCD Board that the Quail Forever Banquet will be held on March 21, 2015 at Good Times in Caledonia, MN.
- Reported to the SWCD Board with Machele Bollman's employment with the SWCD coming to a close in the beginning of April and the NRCS is taking her on as an employee at that time. She will be working out of the Caledonia field office one day a week.
- Stated to the SWCD Board the position held by Bob Joachim was not able to be maintained due to budget issues.
- Shared with the SWCD Board a cover crop brochure.

Anne Selness, SWCD District Report

- Informed the SWCD Board that funding has become available for a buffer program. This project would be in conjunction with County Zoning and Shore land Protection. Scanlan shared the program is designed to implement 50 foot buffers in Houston County. He stated currently there is a county ordinance in place that signifies that a 10 foot buffer must be obtained. The county would need to adopt the new 50 foot buffer requirement. Inventory of the county would need to be done and a technical assistance would be needed to implement the 50 foot buffers. Lawler shared that the funds are coming through BWSR and the application period is open till April 2, 2015, at which time the applications will be reviewed and funds awarded. Selness shared that these funds require a 25% non-state match. Lawler addressed questions as to what can be used for match. He also suggested an implementation schedule with the county be put together to accompany any application. Discussion continued on the implications of a 50 foot buffer. **Motion** made by Lapham was made to apply for the funds. The motion died due to a lack of a second. **Motion** was made by Conniff, seconded by Graf to table any action till the next board meeting.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

- Scanlan also updated the SWCD Board on the status of draft ordinance on sand mining. The ordinance will go in front of the county board on Wednesday, February 18th at 10:00 a.m. Scanlan shared various areas of the ordinance and answered questions from the board supervisors.
- Selness reported to the SWCD Board that she and Stenhoff attended the Legislative Briefing and Day at the Capitol event. She shared that they met with both Jeremy Miller and Greg Davids. Funding was the main topic discussed. Davids was hopeful that Clean Water funding dollars not tied to a grant may be made available for SWCDs in the future.
- Lawler shared with the SWCD Board the One Watershed, One Plan Policy Committee met on January 25th. Officers were elected and ideas for a public forum were discussed. The Planning Committee is working out contract details for the hiring of Houston Engineering to put together the One Watershed, One Plan as well as facilitate needed meetings. Lawler also shared the importance of the One Watershed, One Plan with the SWCD Board.
- Selness shared with the SWCD Board that we have been approved for the Surface Water Assessment Grant (SWAG) in the amount of \$6,000. Selness stated that she would be taking the lead with this grant and would be taking the training for sampling. **Motions** by Feldmeier, seconded by Conniff approving the grant and having the Chair sign the grant agreement when it is received for signature.
Voting affirmative: Feldmeier, Lapham, Conniff, Graf
- Informed the SWCD Board that we have been approved for Clean Water Funds for the CCM Apprenticeship Grant. This grant will bring on a CCM individual at the expense of CCM. This individual will be housed in our office and will be assisting with the Aquatic Invasive Species program, the SWAG grant in addition to providing technical assistance to our technicians two of the five days a week.
- Informed the SWCD Board that we have been approved for Clean Water Funds to have CCM participate in the revetment project on Riceford Creek.
- Reported to the SWCD Board that she has prepared an educational PowerPoint presentation for the Aquatic Invasive Species program that will be used at public and various educational events. She also shared that she is working on educational advertising of the AIS program through billboard and on screen at a local movie theatre.
- Shared with the SWCD Board that Messner recently attended a grant reporting training. Walter, Stemper and herself along with Larson of NRC will be attending an all employee training in Rochester on February 12th. She also stated that she, Stemper and Rick Frank would be attending an upcoming WCA training.
- Informed the SWCD Board that the new computer is in and in use.

Staff Reports:**Dave Walter – Program Reports**

- **NFWF** – Walter reported we continue work on meeting the remaining deliverables.
- **Feedlot** – Walter shared that he and Scanlan had recently attended a Feedlot Conference planning meeting for the Feedlot Conference being held in Owatonna, MN from November 4 – 6th. Walter went on to report on his Feedlot Program workload during the past month has consisted of working with a landowner on a roof structure, four complaint or compliance issues and continued the Level III evaluations. He also shared that the landowner with the ongoing compliance issue and court order did not meet the requirements necessary to adhere to the February 10th deadline. This will advance to the next level in the legal process.

Walter also shared that he and Scanlan will be presenting in the March 26th Phosphorus Education Day. They will cover application to the land and various BMPs.

- **Water Plan Push-Up Pond Program** – Walter indicated that a project budget of \$6,100 is available for this program during 2015 for incentive payments. This would potentially provide incentives for six or seven push-up ponds. He stated he has contacted various landowners that have expressed interest in the program.
- **JPB meeting** – Walter informed the Board that he, Jason Rochester and supervisor Conniff attended the bi-annual JPB meeting. Areas covered during the meeting included budget approval, election of officers and general updates.

Rich Stemper – Program Reports

- **WCA** – Stemper reported he met with Rick Frank, Houston County Zoning and Amber Steele, BWSR Wetland Specialist and reviewed four to five applications.
- **MN Corn Growers** – Stemper reiterated that the Clean Water Grant application was approved and will fund the CCM crew to continue their work on the Riceford Creek project. He reported that two new sites will be worked on this summer. One of the sites has been chosen and he is currently working on obtaining landowner approval for a second site.

Watershed Update:

Crooked Creek – Stemper shared the next meeting is scheduled for Friday, February 20, 2015 at 1 p.m. Their monthly meetings will continue to be held the second or third Friday of each month during 2015. The watershed is working on their financial audit with an accountant they use from Preston, MN. Stemper reported that he had been preparing the watershed's Annual Report and DNR Game Warden, Scott Fritz, will be working with the watershed committee on how to help deal with public access to the South Fork recreational area with its recent land acquisition.

Feldmeier inquired about the Crooked Creek and SWCD contract. **Motion** by Feldmeier, seconded by Lapham approving the Crooked Creek and Root River SWCD agreement.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Lawler inquired on the status of the Crooked Creek draft watershed plan. Stemper replied that they continue to work on their plan and have been discussing the suggested changes to their draft. They want to be able to meet the deliverables in the implementation schedule and are working through that process.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago - No report.

Remaining Staff Report:

Janice Messner – Program Report

- **Tree Sales** – Messner shared a handout with the current tree availability, sales and profit/loss information in addition to a one year sales comparison.
- **Envirothon** – Messner reported that two schools in the county requested registration materials. She shared that there were potentially three teams. Registration from one school has been return and submitted thus far.
- **Year-End Reporting** – Messner stated that the eLink reporting had been completed and she has been providing information for the website to be updated. Currently, she is working on the year-end financial reporting to submit to the state.

MASWCD – No additional report other than the information covered during the district manager’s report.

Water Plan – No February meeting was held. The next meeting will be Thursday, March 5th.

Committee Reports

FINANCIAL COMMITTEE: *Conniff & Feldmeier* – No report.

PERSONNEL COMMITTEE: *Graf & Lapham* - Lapham shared that during closed session at the January board meeting the district manager position was reduced to voluntary part-time due to budget concerns. Two staff shared thoughts and expressed that the change was working for them. Lapham shared the health insurance benefit is being reviewed for the changed position status of the district manager.

RC & D: *Stenhoff* – Kinneberg shared that he attended the Annual Meeting. Officers were elected. Stenhoff mentioned in reviewing notes provided to him from the meeting there was one item on the agenda regarding Bee/Duck Creek. Kinneberg requested that he no longer be the primary person representing the SWCD, but would continue to be a back-up if no one else was able to attend the meeting(s).

JOINT POWERS FINANCE COMMITTEE: *Conniff* – No additional report other than that noted in Walter’s staff report.

Old Business – covered during the approval of the board minutes.

State Cost Share Program – None to report.

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

Motion by Feldmeier, seconded by Lapham, approving the Accounts Payable for February 2015.

Voucher #	Item	Amount
3369	SE MASWCD – SE MASWCD Annual Dues	\$500.00
3370	Ronald F. Carlsen – Office Rent – February	\$858.79
3371	Hiawatha Valley RC & D – Council Dues	\$300.00
3372	Janice Messner – Mileage = \$47.84; Meal = \$6.95 1WS1P Mtg.	\$54.79
3373	Glenn Kinneberg – Mileage – RC & D Mtg. 1/26/15	\$97.75
3374	Anne Selness – Mileage = \$48.30; Meals = \$18.00 Day @ Capitol	\$66.30
3375	Kwik Trip – Fuel – SWCD Trucks = \$99.83; SRF Truck = \$75.72	\$175.55
3376	Bluff Country Newspaper Group - Legal Notice of Mtg Time Change	\$7.25
3377	VISA – Lodging 1/26 Day @ Capitol = \$194.76 and \$146.57; Postage = \$49.00	\$390.33
	Total	\$2,450.76

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

New Business

Brief discussion was held about the services that are provided by the RC & D Council.

Motion by Lapham, seconded by Feldmeier approving the following:

SE MASWCD Annual Dues - \$500.00

Hiawatha Valley RC & D Council Dues - \$300.00

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Stemper presented an archeological survey proposal to meet DNR permitting standards for the Riceford Creek project. After some discussion it was suggested that contact be made with Pat McLoughlin, NRCS to possibly do the necessary work. It was decided to table the discussion until additional information is obtained.

Additional Personnel Committee

Supervisors expressed additional thoughts about the district manager position being part-time. Lawler offered his services to help with the situation in any way that he could. He also expressed hopes that this would only be temporary and that the board would be able to reinstate the position to full time status. Again the health insurance benefit question was raised by a supervisor. A special meeting was set for Wednesday, February 18, 2015 at 1 p.m. to discuss and act on this matter.

Motion by Graf, seconded by Conniff to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Meeting adjourned at 3:37 p.m.

NEXT MEETING – Special Board Meeting – Wednesday, February 18, 2015, 1:00 p.m. Ag Service Center
Regular Board Meeting - Wednesday, February 11, 2015, 1:00 p.m. Ag Service Center



Secretary



Date



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MINUTES OF THE ROOT RIVER SWCD

March 11, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on March 11, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 12:57 p.m.

Members Present:

Duane Conniff
Matt Feldmeier
Cecil Graf
Loren Lapham
Roger Stenhoff

Members Absent:

Others:

Janice Messner, Anne Selness and Rich Stemper – SWCD Staff; Gary Larson – NRCS Staff.

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Feldmeier, seconded by Graf, approving the minutes from the February 11, 2015 board meeting and the February 18, 2015 special board meeting.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Employee Time Records: Motion by Feldmeier, seconded Conniff, approving the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Treasurer Conniff made the recommendation to place the updated December 2014 and January 2015 report on file for audit, as well as the February 2015 report.

Agency Reports:

Gary Larson, NRCS Report

- Reviewed with the SWCD Board a special MRBI Initiative application submitted by Kevin Kuehner for the South Fork of the Root River. This will cover approximately 29,000 acres in the Bridge Creek Watershed and involves Fillmore and Houston counties. The EQIP program will be involved with this project.
- Stated that all the applications for the February 20th EQIP sign-up were approved.
- Shared with the SWCD Board currently there are six applicants for the CSP program waiting for approval.
- Informed the SWCD Board of a situation involving Wetland Reserve Easement program violation. The individual is working with the state to reach a viable resolution for the situation.

Anne Selness, SWCD District Report

- Selness shared with the SWCD Board the One Watershed, One Plan Policy Committee and the Planning Committee have been putting together plans for a Public Open House. It is scheduled for April 8th from 4 – 8 p.m.

at the Fountain Community Center in Fountain, MN. An additional planning meeting is scheduled for March 17th. Each SWCD is to have a table at the Open House and be available for public questions. Selness stated that she and staff have put together a PowerPoint to be used for our table. She also stated that Houston Engineering was contracted. Draft matrix is being worked on and Aquatic Invasive Species program needs to be added into the implementation. Selness encouraged all the supervisors to attend the Public Open House.

Old Business:

Stemper shared that he has submitted a request to have an NRCS archeologist perform an archeological survey on the Riceford Creek to meet DNR permitting requirement for the cedar tree revegetation project. He will be following up to see if this is a viable approach.

Selness shared a fact sheet on Gov. Dayton's proposed Buffer Initiative. Discussion was held on the topic and what it will mean for the SWCD. **Motion** by Feldmeier, seconded by Lapham approving the submittal of application for BWSR funding to do an inventory of county for the buffer initiative.

Voting affirmative: Feldmeier, Lapham, Graf Opposed: Conniff Motion carried.

New Business:

Motion by Feldmeier, seconded by Lapham approving the Contract for Services between Fillmore SWCD and Root River SWCD for a portion of the SWAG requirements. Dave Walter will serve as the SWCD representative.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

Motion by Lapham, seconded by Graf, approving Peterson Company Ltd to do the 2014 Year End audit at the rate of \$2,550 and to have the Chair sign the agreement when it arrives.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

Motion by Feldmeier, seconded by Conniff, approving the 2014 Year End Financial Statements.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

Motion by Feldmeier, seconded by Lapham, approving a letter of resignation from Anne Selness.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

Motion by Feldmeier, seconded by Graf, tabling further discussion of the district manager position till the end of the meeting.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

State Cost Share Program – None to report.

Staff Reports:

Dave Walter – Program Reports

- NFWF – Walter was not present. No report.
- Feedlot – Stemper shared Walter has been busy with inspections and assisting the feedlot officer. He has also been providing technical assistance to a JPB technician on a Clean Water Legacy Feedlot project.

Rich Stemper – Program Reports

- WCA – Stemper reported the TEP committee met and reviewed three wetland impact project applications.
- MN Corn Growers – Stemper shared that he recently reviewed the remaining budget and stated there is \$4,000 for technical assistance to complete the project.

Janice Messner – Program Reports

- Tree Sales – Messner shared a handout with the current tree availability, sales and profit/loss information in addition to a one year sales comparison.
- Envirothon – Messner reported that two schools in the county are registered with a total of three teams.

Meeting opened at 3:12 p.m.

Motion by Graf, seconded by Feldmeier to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf


Opposed: None

Motion carried.

Meeting adjourned at 3:20 p.m.

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


Secretary


Date



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MINUTES OF THE ROOT RIVER SWCD

April 8, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on April 8, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 1:01 p.m.

Members Present:

Duane Conniff
Matt Feldmeier
Cecil Graf
Loren Lapham
Roger Stenhoff

Members Absent:

Others:

Janice Messner and Dave Walter – SWCD Staff; Gary Larson and Lance Klessig – NRCS Staff.

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Feldmeier, seconded by Conniff, approving the minutes from the March 11, 2015 board meeting and the March 30, 2015 special board meeting.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Employee Time Records: Motion by Lapham, seconded Feldmeier, approving the Employee Time Records.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Treasurer Conniff made the recommendation to place the March 2015 report on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Reviewed with the SWCD Board that NRCS will be working with Root River and Fillmore SWCDs, MN Dept. of Ag, The Nature Conservancy, MN Agricultural Water Resource Center, Monsanto and others to achieve a 40% reduction in sediment and associated phosphorus by 2020 through the Mississippi River Basin Healthy Watershed Initiative (MRBI) which uses funding from different Farm Bill conservation programs, including EQIP to help farmers adopt conservation systems to improve water quality and habitat and restore wetlands. The targeted area for these projects is the Bridge Creek Watershed which is a portion of Fillmore and Houston counties combined and a sub-watershed in the Lower South Fork of the Root River Watershed. NRCS will be investing \$39,000 during fiscal year 2015.
- Shared with the SWCD Board information on cover crop experimental plots and the results that were produced. Comparisons in aerial seeding and inter-seeding and seeding with different kinds of cover crop. Larson shared that Klessig and a local landowner may be attending a cover crop tour in North Dakota this year.
- Informed the SWCD Board of concerns that the Quail Forever Chapters are seeing. There has been a major decrease in the plight of the pollinators such as honey bees and monarch butterflies. It is thought that this is due to a chemical that is applied to soybeans to kill aphids. The chemical not only kills the aphids it is killing all insects

Walter stated that he has appointed the feedlot program and remaining workload to Stemper. Walter shared that the remaining requirements are now Stemper's responsibility and includes completing an additional 18 feedlot inspections, each with a different operator, by the first part of December. Two feedlot inspections will be done per month with feedlot inspection reports completed along with a cover letter stating area of concern, recommended fix, and approximate date of completion and submitted to Bob Scanlan at the Zoning office. Walter also stated when we have met our hour requirements for the grant we are to cease work on this grant until the new year.

Walter shared that Stemper will also be responsible for the WCA workload. A recent administrative review for Houston County LGU has been performed and found a few documenting problems. Walter stated that additional documenting and training is available for the WCA program. Stemper will be preparing the necessary documents and the LGU will review them before they are submitted. Walter will be visiting with Rick Frank, LGU, to review the workload and training opportunities for Stemper.

Supervisors were unanimously in favor of program appointments and responsibilities.

State Cost Share Program

Messner reviewed the 2015 Conservation Delivery close out report. **Motion** by Feldmeier, seconded by Conniff, approving the 2015 Conservation Delivery Close-Out Report.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Staff Reports:

Janice Messner – Program Reports

- **Tree Sales** – Messner shared a handout with the current tree availability, sales and profit/loss information in addition to a one year sales comparison. She stated that tree sales were down and there are trees still available. She reported that news articles have been done and an ad in the paper.
- **Envirothon** – Messner reported that three teams from Houston County are registered for the May 6th event in Lewiston, MN. Thirteen teams from the area will be participating. She also shared they are in need of one additional Oral Presentation judge. Supervisors suggested contacting Ron Meiners.
- **MACDE Area Meeting** – Messner indicated that she and Stemper had attended the Area Employee Meeting at Cascade Meadows in Rochester, MN. Topics of discussion included ideas for employee trainings, Governor Dayton's buffer initiative, Nitrogen Fertilizer Management Plan presented by Larry Gunderson. Employee of the Year is Rick Grooters, Fillmore SWCD.

Rich Stemper – Program Reports

- **WCA** – No report.
- **MN Corn Growers** – No report.

Watershed Update:

Crooked Creek – No report.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago - No report.

MASWCD – No report.

Water Plan

Walter reported that the Water Plan Committee met on April 2, 2015 and reviewed the current work load. He also shared that Jerry Tesmer, Extension Agent has resigned and they will be filling his position in the near future.

Walter also shared information on the One Watershed, One Plan. At the past meeting details were finalized for the public kick-off on April 8th, matrix information was reviewed with Houston Engineering and the funding source being considered is a ten year block grant. Walter encouraged all attend the public kick-off.

Committee Reports

FINANCIAL COMMITTEE: *Conniff & Feldmeier* – No report.

PERSONNEL COMMITTEE: *Graf & Lapham* – No report.

RC & D: *Stenhoff* – Was unable to attend the last meeting. The next meeting will be in June.

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

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

Motion by Feldmeier, seconded by Graf, approving the Accounts Payable for April 2015.

Voucher #	Item	Amount
3389	Ronald F. Carlsen – Office Rent – April	\$858.79
3390	Quill Corporation - Office Supplies	\$238.30
3391	Dave Walter - Meal = \$10.00; WCA Meal = \$12.70	\$22.70
3392	Schumacher's Nursery & Berry Farm Inc. - Special Order Trees	\$147.00
3393	Justin Hanson - MACDE 2015 Area Dues - 3 @ \$10/each	\$30.00
3394	ECM Publishers, Inc. - Tree Order ad	\$31.60
3395	Kwik Trip – Fuel – SWCD Trucks = \$141.36; SRF Truck = \$57.46	\$198.82
3396	VISA - Postage = \$49.00	\$49.00
3397	Petty Cash - Postage = \$4.50; Registration = \$30.00	\$34.50
	Total	\$1,610.71

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Graf to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf

Opposed: None

Motion carried.

Meeting adjourned at 2:50 p.m.

NEXT MEETING – Regular Board Meeting – Wednesday, May 13, 2015, 9:00 a.m. Ag Service Center

Matthew W. Feld – Vice ch. –
Secretary

5/13/2015
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 13, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on May 13, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 9:00 a.m.

Members Present:

Duane Conniff

Matt Feldmeier

Loren Lapham

Roger Stenhoff

Members Absent:

Cecil Graf

Others:

Janice Messner and Dave Walter – SWCD Staff; Gary Larson – NRCS Staff; Steve Rischette, Houston County Extension Service.

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Feldmeier, seconded by Conniff, approving the minutes from the April 8, 2015 board meeting.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Employee Time Records: Lapham requested to view the employee time records. Walter gave an overview of how the time records are to be completed. **Motion** by Conniff, seconded Lapham, approving the Employee Time Records.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Treasurer's Monthly Report: Treasurer Conniff made the recommendation to place the April 2015 report on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Invited the SWCD Board to participate in the Bear Creek Watershed inspection tour to be performed June 4, 2015 at 8:00 a.m. starting at the Scott Holthaus (formerly Palmer Overstrud) location. There will be two groups performing the inspections. One group will cover the Iowa portion and the other the Minnesota portion. The two groups will come together for lunch and a review of findings and maintenance suggestions at the Big Canoe Church. **Motion** by Feldmeier seconded by Lapham to pay half of the lunch expense for the tour.
Voting affirmative: Feldmeier, Lapham, Conniff Opposed: None Motion carried.
- Informed the SWCD Board that approximately 90%, five miles, of the spring waterways have been installed, seeded and mulched. The summer workload in addition to construction includes conservation compliance checks and to follow up with landowner requests.
- Indicated to the SWCD Board there are CRP contracts that will be coming through for quail and buffer strips when the new rental rates go into effect.

- Shared with the SWCD Board he had some project sites in mind for the Commissioners Tour as well as a few ideas for additional education on soil health. Walter stated that they would try to coordinate a tour in late June.

Dave Walter, SWCD District Report

- NFWF – Walter shared that a grant extension to October 2016 was approved. Our new contact with NFWF is Will Jackson.
- SWAG – Walter indicated that he has been coordinating this program. Necessary purchases have been made, training has been completed and appropriate reporting forms and procedures are being set up. The first sampling has been done and forward to the lab. A sample testing modification was made and the lab will be filtering the chlorophyll since we do not have all the necessary equipment and the budget did not allow for those expenses. Walter stated that he has expressed concerns on the amount of time that was allocated in the grant budget to coordinate the program. He was told that the opportunity to modify the grant budget would occur in January 2016 if funds for the second year of the cycle were questionable.
- AIS – Walter informed the board of a slight change with the funding process of these funds. The State will now be issuing the funds to DNR and from that point DNR will funnel funds to the county and the county will continue to have the SWCD carry out the program. Walter has scheduled training with the DNR on the topic of aquatic invasive species.
- CCM Apprenticeship Grant – Walter shared that Dan Wermager will be starting May 18th with a one day orientation in our office and continue with a four day training in northern Minnesota. He will return to our office on May 26th and will be working 80 hours per pay period, possibly four ten hour days per week. Wermager will be working with the Aquatic Invasive Species grant requirements, SWAG grant requirements and provide the SWCD two days of service for construction.
- One Watershed, One Plan – The Public Kick-off was held May 13th. Fifteen individuals from Houston County were in attendance. Flooding was the highest priority of those in attendance from Houston County. Overall of those in attendance of the kick-off, surface water was the highest priority resource concern followed by groundwater.
- Walter shared that Steve Lawler our Area Board Conservationist is leaving BWSR and has taken a position with the Mower SWCD. His last day at BWSR was May 12th. Tom Gile is the interim BC.
- Envirothon was held May 6th. Eleven teams participated. A concern with the decreasing participation was discussed. Walter shared a suggestion that was presented from our county Water Plan committee. Rischette and the SWCD Board all agreed that approaching the teachers other than just the school would be advantageous. Also, it involves various areas of education including Speech/English Department, Biology/Science, and agriculture. Approaching the various teachers may also be helpful. Walter stated that he would share these thoughts with the Envirothon committee. Team placement for 2015 was Medford High School in first place, Rushford-Peterson High School in second place and Goodhue High School in third place. Each of these teams will advance to the state competition.

The question of the governor's buffer initiative was raised. Brief discussion was held. Walter will be checking on the status of our application for BWSR funding to do an inventory of county for the buffer initiative.

Old Business:

Motion by Lapham seconded by Feldmeier approving vacation probation is waived for Walter with his acceptance of the district manager position effective March 31, 2015.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

New Business:

Walter shared information on “Managing the Human Resource Seminar” being held May 27-28, St. Cloud, MN. Cost \$100 and is being sponsored through MCIT. He also stated that he was interested in attending but a scheduling conflict has arisen. Feldmeier stated that it sounded like a good seminar and felt if another opportunity similar to this becomes available it would be a good idea to attend. A request to table, due to scheduling conflict, was made and agreed upon.

Area 7 Resolution Meeting will be June 17th at the People’s Cooperative Power in Oronoco, MN. Walter asked if the supervisors had any resolutions that they would like to present for approval and forward for the area meeting. None were presented. Walter indicated if the supervisors have any resolutions that we could review and approve them at our June meeting.

Motion by Feldmeier, seconded by Lapham, declining 2015 membership of the NACD for the year.

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

Discussion on purchasing a topper for the 2008 Chevy was held. It was suggested that a neutral color be selected so it would look appropriate if it were used on trucks not currently in the fleet. A suggestion to look for a used topper was made. **Motion** by Feldmeier, seconded by Conniff, approving Walter to purchase a topper if it is \$500 or less.

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

Walter stated that he would trade in the truck’s tool boxes if it was possible and if not he would like to put them on the county auction. The Board agreed.

Walter shared while recently working with Fillmore SWCD the topic of a shared position with their county for the WCA program was discussed. Their SWCD is the LGU for their county and due to workload would be interested in having the Root River SWCD help them with this workload. It would be a quarter to a third time position for the Fillmore workload. Discussion followed. Topic was tabled till addition information becomes available.

Walter shared that he was approached by the Houston County Zoning Department to partner with them to write plans to reclaim mines. Discussion followed. The Board felt that Zoning should present and work with the owners, while the SWCD could possibly write plan recommendations.

Wellhead Protection Plan for City of Houston Part II Walter stated that there is a 60 day comment period if there are any concerns.

State Cost Share Program – No report.

Staff Reports:**Janice Messner – Program Reports**

- **Tree Sales** – Messner shared a handout with the tree sales and profit/loss information in addition to a one year sales comparison. She stated that tree sales did bring in a profit of \$3,619 less labor expenses.

Rich Stemper – Program Reports

- **WCA** – Not in attendance of board meeting.
- **MN Corn Growers** – Not in attendance of board meeting.
- **Feedlot** – Not in attendance of board meeting.

Watershed Update:

Crooked Creek – No report.

Bee & Duck Creek – No report.

Bear Creek – See Agency Report – Gary Larson, NRCS.

Winnebago - No report.


Motion by Feldmeier, seconded by Lapham to adjourn the meeting.
Voting affirmative: Feldmeier, Lapham, Conniff


Opposed: None

Motion carried.

Meeting adjourned at 12:05 p.m.

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


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

June 10, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on June 10, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 9:00 a.m.

Members Present:

Duane Conniff

Matt Feldmeier

Loren Lapham

Roger Stenhoff

Members Absent:

Cecil Graf

Others:

Janice Messner, Rich Stemper and Dave Walter – SWCD Staff; Gary Larson – NRCS Staff; Steve Rischette, Houston County Extension Service; Dan Wermager – CCM Staff.

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Feldmeier, seconded by Conniff, approving the minutes from the May 13, 2015 board meeting.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Employee Time Records: **Motion** by Conniff, seconded Lapham, approving the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

Treasurer's Monthly Report: Treasurer Conniff made the recommendation to place the May 2015 report on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board on the CRP program. Requests for CRP renewals and new contracts are underway. With the renewals a technician is visiting the site and doing a review and offering maintenance suggestions if needed.
- Larson updated the SWCD Board on the Bear Creek Inspection Tour that was conducted on Thursday, June 4th. Rischette, Stenhoff, along with Commissioner Kjome were in attendance. Larson shared the same issues as last year was found, as not all maintenance was completed from last year. An idea of having the SWCD send out a copy of the maintenance inspection and along with suggestions was made by Larson.
- Larson shared with the SWCD Board the Local Work Group will need to meet prior to mid-August to discuss and set priorities for the upcoming year within the county. **Motion** by Feldmeier seconded by Lapham setting the Local Work Group meeting for 10 a.m. on Wednesday, July 8, 2015.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

- Larson informed the SWCD Board that \$289,000 has been spent from 10/1/14 to date on completed EQIP projects.
- Larson promoted the pollinator program with Burpee Seed packets.

Dave Walter, SWCD District Report

- NFWF – Walter shared that he and Wermager seen a waterway through to completion for a landowner and also completed survey and design for a grade stabilization structure for the same landowner.
- SWAG – Walter indicated that Wermager is taking over the monitoring for the summer months. Lab reports from the first two samplings have been received.
- AIS – Walter informed the board that Wermager did an educational presentation to a local 4-H club on aquatic invasive species on Thursday, June 4, 2015. It was very well received with much interest by the club members.
- CCM Apprenticeship Grant – Walter shared that Wermager’s CCM supervisor attended the AIS presentation on June 4th and met in the office on Friday, June 5th. During the office visit, they reviewed Wermager’s responsibilities, performance and did a site visit to the NFWF project that Wermager worked on.
- Walter and Stemper attended a Fish & Wildlife meeting regarding State DNR property located in the Miller’s Corner area near La Crescent, MN. They will be re-introducing the flood plain in that area as well as enhancing additional wildlife. A public meeting will be held June 30th at 6 p.m. in Hokah, MN for this project.
- Walter informed the SWCD Board that the MaCal Grove Golf Course continues to deal with run-off issues from the city and possibly high school areas. Walter met with representatives from the golf course, city and high school to view a basin located on the high school property. Walter stated the basin appeared to be doing what it was designed to do. He suggested the school district contact the engineer that designed the basin to review the plans and verify that the basin was performing to its design.
- Walter shared with the SWCD Board that he has assisted County Zoning with ten building site visits and driveway sites.
- Walter stated RIM spot checks will be completed in August when funds become available to cover time spent on the program.
- Walter indicated that he had been in contact with landowners that will be installing push-up ponds this year and receiving an incentive payment made available through Houston County Water Plan. Incentive funds are available for five sites.
- Walter informed the SWCD Board that he will be reviewing workload hours and budget during the upcoming month.
- Walter shared that he and Larson will be setting a Commissioner’s Tour in July. Plans for the tour include a site visit to a manure storage facility being constructed and a grade stabilization structure site that should also be in the construction phase. Also, the second site is converting to organic farming.

Old Business:

Walter called for resolutions to review for the Area Resolution meeting. None were brought forth. No one will be attending the Area Resolution Meeting on June 17th. BWSR has called a special meeting for SWCD managers on Monday, June 15th. Topics that are to be covered include capacity funding, buffer program, Farm Bill programs, WCA changes and One Watershed, One Plan.

Motion by Conniff seconded by Lapham approving \$1,500 towards a pick-up topper and installation for the 2008 Chevy.

Voting affirmative: Feldmeier, Lapham, Conniff

Opposed: None

Motion carried.

New Business:

Local Conservationist of the Year is to be selected from District 1 this year. Walter asked if any specific landowners/operators came to mind that would be a good recipient. One landowner's name was brought forward. Supervisors are to contact Walter with additional possible nominees prior to the July board meeting.

A Hazard Mitigation meeting is set for 11 a.m. on Tuesday, June 23rd. Walter encouraged supervisors to attend. He will not be able to attend due to an afternoon meeting conflict.

State Cost Share Program

Messner reviewed the financial close out figures for the FY15 Easement Delivery Grant. **Motion** by Lapham seconded by Conniff approving the financial report closing out the FY15 Easement Delivery Grant.

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

Staff Reports:

Janice Messner – Program Reports

Messner shared that she has been working on the NFWF program updating reporting information. Also, she has been preparing site inspection forms for RIM and State Cost Share programs.

Rich Stemper – Program Reports

- **WCA** – Stemper indicated that there have been various wetland impact area requests including a railway area, campground/resort area, two requests of driveway crossing over creeks/streams and an approval made on a CTH bridge project.
- **MN Corn Growers** – Stemper shared that Farmers & Fishers organization has requested to view the Riceford Creek revetment project site on their tour scheduled for Thursday, June 18th. Stemper will be on site for their tour.
- **Feedlot** – Stemper reported inspections were performed with four different landowners.

Watershed Update:

Crooked Creek – Stemper shared that the Crooked Creek Inspection Tour is scheduled for Friday, June 12th. NRCS Area Engineer, Aaron Peter, will be conducting the inspection. Board Supervisors were invited to participate in the inspection.

Bee & Duck Creek – No report.

Bear Creek – See Agency Report – Gary Larson, NRCS.

Winnebago - No report.

MASWCD

Walter shared information and invited supervisors to attend Groundwater Workshop – Sponsored by MASWCD and MN DNR – August 13, 2015 Cascade Meadow, Rochester, MN. *Workshop is designed for SWCDs, elected SWCD supervisors, local officials including county commissioners and watershed district board members to provide information on promoting the sustainable use and management of groundwater resources.* No cost for the event.

Water Plan

Walter share that the One Watershed, One Plan Committee are reviewing matrix/ results of surveys from agencies and public input. He stated that the public sector placed public drinking water as their main priority concern followed by stream waters. Plan writing is under way.

Rischette shared the University Extension held a Pasture Walk on Thursday, May 21, 2015. Rotational grazing was the main topic. Two follow-up walks at the same location are being planned for July and September to be able to view rotations at various stages.

Committee Reports

FINANCIAL COMMITTEE: *Conniff & Feldmeier* – No report.

PERSONNEL COMMITTEE: *Graf & Lapham* – **Motion** by Feldmeier seconded by Conniff to close the meeting.
Voting affirmative: Feldmeier, Lapham, Conniff Opposed: None Motion carried.
Meeting was closed at 10:36 a.m.

Motion by Feldmeier seconded by Conniff to open the meeting.
Voting affirmative: Feldmeier, Lapham, Conniff Opposed: None Motion carried.
Meeting was opened at 11:16 p.m.

Motion by Feldmeier seconded by Conniff to place an employee on disciplinary suspension leave.
Voting affirmative: Feldmeier, Conniff, Lapham Opposed: None Motion carried.

RC & D: *Stenhoff* – No report.

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

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

Motion by Feldmeier, seconded by Lapham, approving the Accounts Payable for June 2015.

Voucher #	Item	Amount
3413	Ronald F. Carlsen – Office Rent – June	\$858.79
3414	SpeeDee Delivery - SWAG Shipping	\$19.04
3415	Bluff Country Newspaper Group - Mtg. Time Notice	\$11.25
3416	Kwik Trip – Fuel – SWCD Trucks = \$145.58; SRF Trucks = \$57.98	\$203.56
3417	VISA – SWAG – Batteries/Field Supply = \$6.95; SWAG – Ice = \$3.98	\$10.93
3418	Hartford Life & Annuity Ins. Co. - Life Insurance for Dave Walter = \$90.00; Life Insurance for Rich Stemper = \$90.00	\$180.00
3419	Jeff's Automotive Repair - Oil change & air filter - 2008 Ford	\$58.37
3420	Schumacher's Nursery & Berry Farm Inc. - Remaining balance	\$149.50
3421	Duane Conniff – Mileage – 2nd Qtr.	\$58.65
3422	Matt Feldmeier – Mileage – 2nd Qtr.	\$141.45
3423	Cecil Graf – Mileage – 2nd Qtr.	\$69.00
3424	Loren Lapham – Mileage – 2nd Qtr.	\$97.72
3425	Roger Stenhoff – Mileage – 2nd Qtr.	\$92.00
3426	Winneshiek SWCD – Bear Creek Watershed Tour	\$67.33
	Total	\$2,017.62

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

Stenhoff suggested looking into having blueberries as a tree/shrub selection next year.

Conniff requested that Walter contact Supervisor Graf about the monthly board meetings.

Motion by Feldmeier, seconded by Lapham to adjourn the meeting.
Voting affirmative: Feldmeier, Lapham, Conniff Opposed: None Motion carried.

Meeting adjourned at 11:25 p.m.

NEXT MEETING – Regular Board Meeting – Wednesday, July 8, 2015, 9:00 a.m. Ag Service Center

Cecil Graf
Secretary

8 July 15
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 24, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on June 24, 2015 at the Ag Service Center in Caledonia, Minnesota for a special meeting.

Chair Stenhoff called the meeting to order at 9:02 a.m.

Members Present:

Duane Conniff
Matt Feldmeier
Cecil Graf
Loren Lapham
Roger Stenhoff

Members Absent:

New Business:

Motion by Conniff, seconded by Graf to accept letter of resignation from Rich Stemper.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

Motion by Feldmeier, seconded by Lapham approving full-time or part-time interim employment.

Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

Motion by Graf, seconded by Conniff to post job opening for a full-time Conservation Technician position.

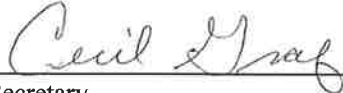
Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

Motion by Feldmeier, seconded by Conniff to adjourn meeting.


Voting affirmative: Feldmeier, Lapham, Conniff, Graf Opposed: None Motion carried.

Meeting adjourned at 9:20a.m.

NEXT MEETING – Regular Board Meeting – Wednesday, July 8, 2015, 9:00 a.m. Ag Service Center



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

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MINUTES OF THE ROOT RIVER SWCD

June 29, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on June 29, 2015 at the Ag Service Center in Caledonia, Minnesota for a special meeting.

Vice-Chair Feldmeier called the meeting to order at 9:11 a.m.

Members Present:

Duane Conniff

Matt Feldmeier

Cecil Graf

Members Absent:

Loren Lapham

Roger Stenhoff

New Business:

Motion by Conniff, seconded by Graf approving the position announcement for the Conservation Technician position and setting the salary range at \$18 - \$24 per hour.

Voting affirmative: Feldmeier, Conniff, Graf

Opposed: None

Motion carried.

Motion by Conniff, seconded by Graf approving a wage of \$23.82 per hour plus benefits for the interim technician position.

Voting affirmative: Feldmeier, Conniff, Graf

Opposed: None

Motion carried.

Motion by Graf, seconded by Conniff to adjourn meeting.

Voting affirmative: Feldmeier, Conniff, Graf

Opposed: None

Motion carried.

Meeting adjourned at 9:21a.m.

NEXT MEETING – Regular Board Meeting – Wednesday, July 8, 2015, 9:00 a.m. Ag Service Center


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/RRSWCD.aspx>

MINUTES OF THE ROOT RIVER SWCD

July 8, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on July 8, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 9:00 a.m.

Members Present:

Matt Feldmeier

Cecil Graf

Loren Lapham

Roger Stenhoff

Members Absent:

Duane Conniff

Others:

Janice Messner, Ron Meiners and Dave Walter – SWCD Staff; Gary Larson, Lance Klessig – NRCS Staff; Steve Rischette, Houston County Extension Service; Brenda Tonn, Acting Assistant State Conservationist – Field Operations, NRCS.

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Feldmeier, seconded by Graf, approving the updated minutes from the June 10, 2015 board meeting and special board meeting minutes from June 24 and June 29, 2015.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Employee Time Records: Motion by Feldmeier, seconded by Graf, approving the Employee Time Records.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Motion by Graf, seconded by Lapham, to place the June 2015 report on file for audit.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Staff Report:

Ron Meiners

- Conservationist of the Year – Meiners shared that he has met and interviewed with the nominee. Application for Area 7 Conservationist of the Year has been prepared and will be submitted upon approval.

Motion by Feldmeier, seconded by Graf, approving Jerry & Cindy Welke as Houston County's 2015 Conservationist of the Year.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

- MN Corn Growers – Meiners stated he has been in contact with a landowner that has potentially one quarter mile of stream bank that would qualify for revetment work. He will be meeting on-site with the landowner, Winona State University representative and Lummin of CCM. Also, he has been working with a different landowner to obtain cedar trees for the project. Tim Nelson confirmed he would be available to haul trees to the site.

- Crystal Creek/Bridge Creek project – Meiners informed the board of a project he is working on with Kevin Kehner through Fillmore County. This project does involve a small area in Houston County. He shared that he has been

meeting with each landowner and walking their croplands to identify conservation needs. Each landowner has been sent written report of his findings. Meiners will meet with each landowner to go through his findings. The goal of the visit is to have the landowner implement one or more conservation practice that may be suggested.

Agency Report:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board on the CRP program. There are approximately 100 re-enrollment and new CRP contracts.
- Larson turned the remainder of the agency report over to Brenda Tonn, Acting Assistant State Conservationist – Field Operations. Tonn reported the deadline for RCPP (Regional Conservation Partner Program) 2016 funding was July 8th. This program is funded through the Farm Bill and funds will be available for applicants in 2017 and 2018. This is federal funding that leverages partnership funds for conservation practices.
- Tonn shared through DALCI EQIP 2016 Minnesota is receiving \$1.5 million. In ranking applications cold water streams are being targeted.
- Tonn stated the SWCD should have a contribution agreement ready for submission with the NRCS. They are hopeful that funds will be issued but no date has been announced yet.
- Tonn informed the SWCD Board that an administrative transformation was in progress. The Conservation Client Gateway is a new way for farmers and ranchers to do business with NRCS. Conservation Client Gateway is a new secure website that allows the farmer/rancher to access conservation information and assistance. It will permit them to sign documents, check the status of applications or view their conservation plans without visiting the field office or waiting for office hours.
- Tonn extended an invitation to the SWCD Board to participate in a Rotational Grazing Field Day July 9th at 2:30 p.m. near Albert Lea, MN.

Rischette shared the University Extension will be holding a follow-up Pasture Walk on Wednesday, August 5, 2015 at 11a.m. at the Haugen site.

Agency Report:

Dave Walter, SWCD District Report

- NFWF – Walter shared that staff has worked limited time on this grant the past month.
- CCM Apprenticeship Grant – Walter state that Wermager is doing well. He has completed the State Cost-Share site inspections for the year. A few of those inspections have produced follow up with the landowner for necessary maintenance. Wermager has also started the yearly RIM site inspections. Walter shared that he and Wermager have worked together to update the SWCD PowerPoint presentation. Walter stated he would be submitting an application in November/December for the CCM Apprenticeship Grant for 2016.
- Commissioner’s Tour – A date is yet to be determined. The updated SWCD PowerPoint will be shown and lunch provided for the commissioners. Possible sites to visit where discussed along with the possibility of a bus for transportation.
- US Fish & Wildlife Project - A public meeting was held June 30th at 6 p.m. in Hokah, MN for this project. The US Fish & Wildlife Service will be restoring this 600 acre area located near the Root River off County 26 to a flood plain once again. The previous owner had used this this area for recreational hunting.

Motion by Feldmeier, seconded by Lapham, to recess.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

The meeting was recessed at 10:00 a.m.

Motion by Graf, seconded by Feldmeier, to reconvene.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

The meeting reconvened at 11:05 a.m.

Bee & Duck Creek – No report.

Bear Creek – Larson and Walter will be preparing a site inspection letter to be sent to each site landowner.

Winnebago - No report.

MASWCD

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

Walter shared information on the SWCD Governance 101 training course – Sponsored by MASWCD – September 16 – 17, 2015 Holiday Inn, St. Cloud, MN. Course provides quality training for SWCD board members and staff to further develop skills to maintain and improve the governance of local conservation districts. Registration cost - \$145.00; Lodging - \$84.95 plus tax. Walter expressed interest in attending but will be foregoing the training due to other commitments.

Water Plan

Walter shared that the One Watershed, One Plan is 80% written at this time. He also shared that one push-up pond with a pipe has been installed during the past month.

Committee Reports

FINANCIAL COMMITTEE: *Conniff & Feldmeier* – No report.

PERSONNEL COMMITTEE: *Graf & Lapham* – No report.

RC & D: *Stenhoff* – No report.

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

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

Motion by Feldmeier, seconded by Graf, approving the Accounts Payable for July 2015.

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

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Graf to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Meeting adjourned at 12:27 p.m.

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

Cecil Bray
Secretary

12 aug 15
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/RRSWCD.aspx>

MINUTES OF THE ROOT RIVER SWCD

August 12, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on August 12, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 9:02 a.m.

Members Present:

Matt Feldmeier

Cecil Graf

Loren Lapham

Roger Stenhoff

Members Absent:

Others:

Janice Messner and Dave Walter – SWCD Staff; Gary Larson – NRCS Staff; Dan Wermager – CCM.

Those present took part in the Pledge of Allegiance.

Chair Stenhoff called for a moment of silence in honor of Duane Conniff.

Minutes: Motion by Feldmeier, seconded by Lapham, approving the minutes from the July 8, 2015 board meeting.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

Employee Time Records: Motion by Lapham, seconded by Feldmeier, approving the Employee Time Records.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

Supervisor Graf joined the meeting.

Treasurer's Monthly Report: Feldmeier recommended the June 2015 report be placed on file for audit.

Agency Report:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board the CRP program workload has been steady with re-enrollments and technicians have been checking sites.
- Larson shared that currently there is construction on two Ag waste systems and a waterway about to start. In addition to these a grade stabilization and waterway project will be under way shortly for another landowner. He went on to say when crops come off there are terraces to be installed and various other projects. Also, waterway needs for 2016 will be determined.

There was a short discussion on cover crops. Larson said he will provide a complete cover crop report at the next meeting.

- Larson shared that he is now sitting on the Area 6 Farm Bill Committee devised through NRCS.

- Larson read an email that Stenhoff had received from Sara Burgess. A Watershed Management Authority meeting will be held Thursday, August 20, 2015 at 6 pm in the Winneshiek County building. Stenhoff stated that he hopes to be able to attend.

The question of the status of a Contribution Agreement was raised. Larson replied that he had not heard anything at this time.

Walter shared that Dan Wermager's last day will be Friday, August 14th and invited the supervisors to partake in a send-off luncheon at noon. Wermager expressed gratitude for the opportunity to have worked in our office this summer and would be interested in becoming part of our staff.

New Business:

Motion by Feldmeier, seconded by Graf appointing Lapham as interim treasurer.

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

Walter shared the Minnesota Statute on filling a vacant board supervisor position. "If a vacancy occurs on the SWCD board more than 56 days before the next state primary, the SWCD board shall fill the vacancy by appointment. The appointed supervisor then holds office until the first Monday in January following the next general election. A successor shall be elected at the general election following the appointment and hold office for the remainder of the term or the next regular term, whichever is appropriate." The timeline would be as follows per County Auditor, Char Meiners; the Board should appoint a supervisor now. This individual will serve thru 2016. The individual elected in 2016 will take office in January 2017 and fill out the remainder of the vacant position which expires 12/31/2018. The individual would have the option to run again in 2018 if they desire to remain on the Board for a new four year term.

Various names were brought forward. Walter will approach Mark Conniff, Eric Abnet and Eric Scheck.

Agency Report:

Dave Walter, SWCD District Report

- Commissioner's Tour is set for Tuesday, September 1, 2015 at 11:30 a.m. A SWCD PowerPoint will be shown during a lunch being provided for the commissioners. Tour sites were discussed as well as transportation for the tour. Walter stated we would order three pizzas from Elsie's and get two liter bottles of soda.
- Conservation of the Year Recognition Night is set for 5:00 p.m. Thursday, September 17, 2015 at Twin Creek Golf Course, Hokah, MN. It will be potluck style, bring a dish to pass and your own meat for grilling. The SWCD will be supplying meat for the Welkes.
- Walter shared information with the SWCD Board regarding an update to the Wellhead Protection Plan for the City of Spring Grove. A public information meeting was held July 21, 2015.
- Walter informed the SWCD Board about a few additional construction projects that will be starting soon.
- Walter indicated that Tom Gile has transferred to our area as Board Conservationist replacing Steve Lawler.
- Walter updated the SWCD Board regarding state cost-share funding history for the Mark Gerard feedlot project.

Program Reports

- NFWF – Walter shared that we are on hold with this program for the time being with reporting due in October.
- WCA – Walter stated he has been working with a landowner on a complaint. Site location is County 7 near Hokah, MN. Also, TEP continued to work with CP Rail regarding a second application for impacting wetland for an additional 1,000 feet north of the driveway near Walter's residence. Safety concerns were voiced about going north and suggested going south. CP Rail indicated if they go south that would involve MN DOT and it did not sound favorable.
- Feedlot – Walter indicated he has done three inspections this past month with one of the three being a complaint. The complaint site was found to be in compliance.
- SWAG – The next sampling will be August 19th. Walter stated that he would be doing that sampling as Wermager's last day is August 14th. Walter did share that Wermager may be willing to volunteer for a few samplings after the 19th and before he returns to college.
- AIS – Walter reported that 20 hours will deplete the funding received a year ago. On July 31st we were appropriated \$14,000 to continue with the program for the remainder of the year with an anticipation of an additional \$14,000 to be appropriated to the SWCD December 31st.

- MN Corn Growers – The Riceford Creek Cedar Tree Revetment project is under way and going very well. Walter informed the SWCD Board that BWSR is submitting an application request in the amount of \$100,000 for SE MN Cover Crop.

Walter shared a Buffer Rule meeting will be held at Good Times in Caledonia, MN on August 19th at 10 a.m. Guest speakers include Warren Formo – MN Resource Center, Rep. Greg Davids and John Jaschke – BWSR.

Watershed Update:

Crooked Creek – Walter shared the findings from the Crooked Creek Watershed Inspection Tour. Overall, it looked good. Vegetation cover needs to be removed on the R2 structure. The sinkhole that was located near the South Fork structure last year did not increase in size over the past year.

Feldmeier raised the question if a continued contract with Crooked Creek was foreseeable, since Stemper's resignation from the SWCD. Walter stated that no request to terminate the contract has been made.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago - No report.

Old Business:

Conservation technician position – Walter shared that 12 applications were received and ranked. Ranking criteria consisted of submitting a resume accompanied by two letters of recommendation; education or on the job training equivalent; computer/GIS skills. Three interviews were conducted. Ranking and interviews were conducted by Walter and Supervisor Lapham. Their recommendation is to offer the position first to Bob Scanlan at an hourly rate of \$24/hr. with the benefit package. If he declines the position, an offer should be made to Jean Meiners at an hourly rate of \$18/hr. with the benefit package. If she declines the position, Walter and Lapham will review applications again or may continue to advertise the position. Discussion followed the recommendation. **Motion** by Lapham, seconded by Feldmeier to extend an offer to Bob Scanlan at an hourly rate of \$24/hr. with the benefit package. If he declines, offer the position to Jean Meiners at an hourly rate of \$18/hr. with the benefit package.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Additional New Business:

Motion by Graf, seconded by Lapham appointing Feldmeier as the replacement JPB Representative.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Walter shared that our MCIT Dividend Notice had arrived. Our reimbursement, that will be received later this year, will total \$1,688. Worker's Compensation equaling \$833 and Property/Casualty equaling \$855.

Messner review that State Nursery tree order for 2016. **Motion** by Lapham, seconded by Graf approving the order.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Graf approving the use of AIS funds up to the amount of \$500 for the purchase of uniforms.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Graff, seconded by Feldmeier approving the purchase of back-up equipment for Walter and Messner's computers.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Lapham approving conducting the September SWCD Board Meeting on Tuesday, September 1, 2015 at 8:30 a.m.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Lapham, seconded by Graf approving the entrance into contract with BWSR for the 2016 SWCD Programs and Operations Grant in the amount of \$46,444 with Conservation Delivery being \$22,505, Easement Delivery \$3,038 and State Cost-Share \$20,901.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

State Cost Share Program

See Agency Report by Walter (Gerard project) and Additional New Business (2016 SWCD Programs & Operations Grant).

MASWCD – No report.

Water Plan

Walter shared that the One Watershed, One Plan is 80% written and they are currently reviewing three sections that will be presented to the Advisory Committee in their meeting on August 31st.

Walter shared the University Extension held a follow-up Pasture Walk on Wednesday, August 5, 2015 at 11a.m. at the Haugen site.

Committee Reports

FINANCIAL COMMITTEE: *Feldmeier* – No report.

RC & D: *Stenhoff* – No report.

JOINT POWERS FINANCE COMMITTEE: No report.

PERSONNEL COMMITTEE: *Graf & Lapham* – Messner volunteered to dismiss herself from the meeting. Walter addressed the Board on a personnel item. Messner rejoined the meeting.

Motion by Lapham, seconded by Feldmeier to increase Dave Walter’s hourly rate of pay to \$28.00 effective August 23, 2015.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

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

Motion by Graf, seconded by Lapham, approving the Accounts Payable for August 2015.

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

3453	MN State Nursery Account – State Tree Order	\$2,141.06
3454	Petty Cash – SWAG Delivery Fee = \$5.00; Misc. Expense = \$40.00	\$45.00
	Janice Messner – Misc. Expense	\$40.00
	Total	\$ 12,195.74

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Graf to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Meeting adjourned at 11:59 a.m.

NEXT MEETING – Regular Board Meeting – Tuesday, September 1, 2015, 8:30 a.m. Ag Service Center

Cecil Graf
Secretary

1 Sept 15
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/RRSWCD.aspx>

MINUTES OF THE ROOT RIVER SWCD September 1, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on September 1, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Vice-Chair Feldmeier called the meeting to order at 8:35 a.m.

Members Present:

Matt Feldmeier

Cecil Graf

Loren Lapham

Members Absent:

Roger Stenhoff

Others:

Janice Messner, Bob Scanlan and Dave Walter – SWCD Staff; Gary Larson – NRCS Staff; Tom Gile – BWSR.

Those present took part in the Pledge of Allegiance.

Introductions Walter introduced Bob Scanlan as the new Root River SWCD technician. He also introduced Tom Gile as the new Board Conservationist for our area.

Minutes: **Motion** by Lapham, seconded by Graf, approving the minutes from the August 12, 2015 board meeting.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Employee Time Records: **Motion** by Lapham, seconded by Graf, approving the Employee Time Records.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: No report due to early board meeting date.

Agency Report:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board the CRP program has 75 renewals and new contracts. Conservation plans are written or reviewed for each. Those that are contracting are mainly under highly erodible land and filter strips.
- Larson informed the SWCD Board that currently there is construction on two Ag waste systems, diversion, two grade stabilization structures and the decommissioning of a well.
- Larson shared that the Soil Health program is in its third year of a five year program for cover crop.

Dave Walter, SWCD District Report

- Conservation technician position – Walter re-established that the Board had approved the benefit package for Bob Scanlan. Walter shared that Scanlan's benefit package consisted of participating in the county's health insurance program, annual leave time will accrue at 7.5 hours per pay period with 4 hours sick leave. Scanlan's work hours are 7:30 – 4:30 daily and the half hour extra each day would accumulate to comp time. The probationary period for using annual leave was waved. Scanlan made Walter and the Board aware of previous commitments that will

require time off and stated that he would first use accumulated comp time for these specific commitments.

Motion by Lapham, seconded by Graf, stating Scanlan's benefit package was discussed.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

- Walter shared with the SWCD Board that he has been in contact with Mark Conniff regarding the vacant board supervisor position. Walter will touch base with Conniff for a decision in the upcoming week or two. Walter stated he will approach Eric Abnet if Conniff declines.
- Walter informed the SWCD Board that he attended a Buffer Law meeting on August 19th at Good Times in Caledonia, MN. Officials that were present included Rep. Greg Davids, John Jaske, BWSR and Warren Formo, MN Resource Center. Walter shared the buffer law with the Board. In summarizing it states buffers are to be 50 feet with a minimum of 30 feet measuring from top of bank where applicable. This is on public waters. A 16 foot buffer is needed on stormwater ditches. Discussion was held with Walter and Gile addressing questions from the Board.

The next buffer law meeting being hosted by Farm Bureau will be September 22, 2015 at Four Seasons Community Center, Caledonia, MN. Warren Formo and Doug Bussleman will be discussing the law. Tom Gile, BWSR and Walter and Scanlan, SWCD were also asked to participate.

- Walter shared that BWSR will have funds available to SWCDs to help compensate for a portion of the time that will need to be dedicated to implement the buffer law. The amount of funding is based on the Ag land in the county. Gile shared the SWCD should be presented with a grant agreement in the amount of \$20,000 - \$25,000.
- Walter informed the SWCD Board that he had met with the county commissioners to review the SWCD's proposed 2016 budget. Walter stated the meeting went well.
- Toolboxes from the 2008 Chevy were sold on the county auction.
- Walter reminded the SWCD Board about the upcoming Conservationist of the Year Recognition Night on Thursday evening, September 17th, 5:00 p.m. at Twin Creek Golf Course in Hokah, MN. Potluck style- bring a dish to pass and meat to grill. SWCD will provide meat of choice for Conservationist and family.

Program Reports

- NFWF – Walter shared that construction is underway for the installation of two grade stabilization structures.
- WCA – Walter shared that the county commissioners had requested a site visit with CP Rail regarding the purposed amendment. Their request was denied. CP Rail will be moving forward as county approval is not needed.

The WCA complaint along County 7 that was discussed at the August board meeting is on hold. Amber Steele, the Wetland Specialist, will be addressing this situation. Steele is out on leave and will be returning on September 14th.

- Feedlot – Walter indicated he did one inspection this past month. Scanlan shared that he will continue his role in the NRBG Feedlot grant until a replacement for his position at the county is in place. He shared that Rick Frank indicated to bill for all hours put in on the program even if the SWCD is over the amount of hours allowable to bill. The county will compensate the SWCD.
- SWAG – Walter shared that Wermager volunteered his time to the District and did the August 19th sampling. He went on to say that sampling will be done on September 2nd and two additional sampling will be done yet this year.
- AIS – Walter reported that funding for the upcoming year was reduced by approximately \$1,000. He indicated that educating the public will be the continued goal for the upcoming year. This fall, Walter stated, he will be

Committee Reports

FINANCIAL COMMITTEE: *Feldmeier* – No report.

PERSONNEL COMMITTEE: *Graf & Lapham* – No report.

RC & D: *Stenhoff* – No report.

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

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

Motion by Graf, seconded by Lapham, approving the Accounts Payable for September 2015.

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

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Walter stated that he had a personnel update. At this point Messner and Scanlan volunteered to dismiss themselves from the meeting. Walter gave an update on a personnel matter.

Motion by Feldmeier, seconded by Graf to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Meeting adjourned at 10:46 a.m.

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

Cecil Graf
Secretary

7 Oct 15
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/RRSWCD.aspx>

MINUTES OF THE ROOT RIVER SWCD

October 7, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on October 7, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 9:04 a.m.

Members Present:

Matt Feldmeier

Cecil Graf

Loren Lapham

Roger Stenhoff

Members Absent:

Others:

Janice Messner, Bob Scanlan and Dave Walter – SWCD Staff; Tom Gile – BWSR.

Those present took part in the Pledge of Allegiance.

Introductions Walter introduced Tom Gile, BWSR Board Conservationist for our area.

Minutes: **Motion** by Feldmeier, seconded by Lapham, approving the minutes from the September 1, 2015 board meeting.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

Employee Time Records: **Motion** by Feldmeier, seconded by Lapham, approving the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Feldmeier, Lapham, Stenhoff

Opposed: None

Motion carried.

Treasurer's Monthly Report: Interim Treasurer Lapham requested that the August and September Treasurer's Reports be placed on file for audit.

Correspondence: Messner shared a thank you note that the SWCD received from Commissioner Teresa Walters for the Commissioners Tour.

Agency Report:

Gary Larson, NRCS Report – No report.

Graf joined the meeting.

Dave Walter, SWCD District Report

- Walter shared with the SWCD Board that he has been in contact with Mark Conniff regarding the vacant board supervisor position. Conniff was honored to be asked and after much consideration felt with the family changes that he would not be able to fulfill the commitment. Walter stated he will be in contact with Eric Abnet. Walter asked the board about a third person if Abnet would not take the position. Jerry Welke's name was brought forward as an option to fulfill the vacant board position.
- Walter informed the SWCD Board that he attended a Buffer Law meeting on September 22nd hosted by Farm Bureau at the Four Season's Community Center in Caledonia, MN. Approximately twenty individuals were in attendance. Walter also shared with the SWCD Board that BWSR will be providing specific guidance to all SWCDs. Currently, BWSR is in the process of hiring an individual for this position.
- Walter reported to the SWCD Board that he attended a WRAPS (Watershed Restoration and Protection Strategy) meeting on September 29th. This grant is through MPCA. It focuses on using intense water studies to share and compare information on impaired streams. This grant is for work being done in the Root River Basin.
- Walter shared with the SWCD Board that the 6th Grade Environmental Day was held September 29th and it was a success. Approximately 237 students from Spring Grove, Caledonia, Hokah and La Crescent schools were in attendance.
- Walter indicated to the SWCD Board that a conservation edition was published by the Caledonia Argus. Staff provided articles in addition to the editor's stories. Articles that were not published generally will be published in future weekly editions of the Argus. The conservation edition was on hand for viewing.

Program Reports

- NFWF – Walter shared that the Interim Progress Report and Annual Financial Report were completed and submitted.
- SWAG – Walter stated that sampling for the current year is done. He went on to say that he is working on a report for this grant that is due November 1st and there will be one additional report to submit by the end of the year.
- AIS – Walter reported that he and Scanlan have ordered uniforms to help identify themselves at boat landings. Currently, Walter said that things are going well and duck hunters are now the focus. The transporting of aquatic invasive species is a higher risk due to mud on waders and dogs.
- MN Corn Growers – Walter and Meiners met with Toby Dogweiller, affiliated with Winona State University, and Dustin from the MN Conservation Corp regarding the possibility of a new grant through MN Corn Growers to continue the Riceford Creek Cedar Tree Revetment project. Dogweiller is interested in continuing their study on the Riceford Creek. CCM was also interested in continuing with this project. The funding opportunity through CCM for the upcoming year would consist of free labor with no match. To receive additional funding for the project through the MN Corn Growers grant, application deadline is November 2nd.
- Bridge Creek Watershed Project – Walter, Larson and Meiners met with Kevin Kehner and discussed this project. Kehner stated there are four or five landowners in Houston County that are interest in doing projects that are in the Bridge Creek Watershed. Walter informed the SWCD Board that funding in the amount of \$3,000 - \$5,000 is available to the District for technical assistance with these projects. He went on to say that he and Scanlan would be taking on this workload.
- WCA – Walter shared a WCA training is being held on October 15th. He also shared BWSR Wetland Specialist will be addressing a complaint along County 7.
- Feedlot – Scanlan reported that the county has asked that he continue his work on the NRBG Feedlot grant and to bill all his time even after the SWCD portion of the grant requirements are met.

Voting affirmative: Feldmeier, Graf, Lapham

Opposed: None

Motion carried.

Walter reviewed and addressed questions on the Implementing Contracts with Land Occupiers guidelines.

Walter also reviewed a letter written to the landowner, the intended recipient of the FY14 BWSR Feedlot Water Quality State Cost Share Grant. The landowner was asked to sign the letter and did so. The SWCD Board was also required to sign the letter. The Board agreed to do so and the letter was signed. This action was one of the requirements of the corrective action plan.

State Cost-Share Application:

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

Motion by Feldmeier, seconded by Lapham approving the FY14 State Feedlot Cost Share Grant funds for Mark Gerard application listed above for a Waste Storage Facility (313). Cost Share amount \$25,600 or 75% of total eligible cost, whichever is less using the above start and completion dates.

Voting affirmative: Feldmeier, Graf, Lapham

Opposed: None

Motion carried.

State Cost-Share Payment Request and transfer of funds:

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

Motion by Lapham, seconded by Graf, approving the above state cost-share payment request and transfer of funds.

Voting affirmative: Feldmeier, Graf, Lapham

Opposed: None

Motion carried.

MASWCD

Motion by Feldmeier, seconded by Lapham, approving all costs for whoever goes to the Annual Convention – December 6th – 8th.

Voting affirmative: Feldmeier, Graf, Lapham

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Lapham, approving hotel accommodations for Conservationist of Year recipients or mileage reimbursement. This is in addition to the cost of the luncheon for them at the Conservationist of the Year Luncheon at the Annual Convention.

Voting affirmative: Feldmeier, Graf, Lapham

Opposed: None

Motion carried.

2015 Resolution Packet was reviewed and time allowed for individual supervisor voting. Ballots not turned in are due within one to two weeks to Messner.

Water Plan

Walter shared that the One Watershed, One Plan planning work group is currently reviewing Section 3 of the plan line by line. This will be brought before the Policy Committee in November.

Walter reported that one push-up pond was installed during the past month. He also shared that a few landowners had cancelled and they have been replaced by those on a waiting list.

Committee Reports

FINANCIAL COMMITTEE: *Feldmeier* – No report.

PERSONNEL COMMITTEE: *Graf & Lapham* – No report.

RC & D: *Stenhoff* – No report.

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

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

Motion by Feldmeier, seconded by Graf, approving the Accounts Payable for October 2015.

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

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Lapham, seconded by Graf to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Graf


Opposed: None

Motion carried.

Meeting adjourned at 11:09 a.m.

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


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/RRSWCD.aspx>

MINUTES OF THE ROOT RIVER SWCD

November 18, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on November 18, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 1:00 p.m.

Members Present:

Matt Feldmeier

Cecil Graf

Loren Lapham

Roger Stenhoff

Members Absent:

Others:

Janice Messner, Bob Scanlan, Ron Meiners and Dave Walter – SWCD Staff; Gary Larson – NRCS; Thurman Tucker – Quail Forever; Jerry Welke.

Those present took part in the Pledge of Allegiance.

Introductions Walter introduced Jerry Welke.

Motion by Graf, seconded by Lapham, approving the appointment of Jerry Welke to fill the vacant board supervisor position for District 1.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Minutes: **Motion** by Feldmeier, seconded by Graf, approving the minutes from the October 7, 2015 board meeting.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Employee Time Records: **Motion** by Feldmeier, seconded by Graf, approving the Employee Time Records.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Lapham, seconded by Graf, approving Lapham to revert to Reporter and Welke to be Treasurer.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Lapham requested that the October Treasurer's Report be placed on file for audit.

Agency Report:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board during the construction season from October 2014 through October 2015 the following BMPs were installed:

9 Grade Stabilization Structures

2 Ag Waste Systems

6 Terraces totaling 7,170 linear feet

2 Stream crossings

54 Grassed Waterways totaling 5 miles

200 linear feet of stream bank protection

3 Diversions totaling 1,200 linear feet

Larson went on to share that 30 EQIP applications for 2016 funding have been recently taken and CRP enrollments and re-enrollments have also been in process. Currently, there are 620 active CRP contracts.

- Larson stated that three applications have been taken as part of the MRBI Driftless Area Initiative.

Walter presented Welke with a framed aerial photo of the Welke farm in lieu of meal expense Conservation Night where Welke was honored as the 2016 Conservationist of the Year.

Thurman Tucker, Quail Forever, addressed the board on the possibility of partnering in the purchase of a no till drill with the Root River SWCD administering rental, storage and maintenance. During discussion, one was to have Quail Forever purchase the drill and the SWCD store and maintain it. Tucker stated that the topic would be an item of discussion at the Quail Forever meeting and he would be in contact with Walter regarding thoughts after their meeting.

Agency Report:

Dave Walter, SWCD District Report

Program Reports

- NFWF – Walter stated that \$12,000 for wages is available on this grant with a grant expiration date of October 2016.
- SWAG – Walter shared there are four streams in Houston County that are monitored. Sampling will reconvene in May 2016.
- AIS – Walter reported that he has been educating at the various landings.
- MN Corn Growers – Meiners reported that 2,200 ft. of stream bank has received revetment work on the Riceford Creek with Meiners putting in approximately 200 hours. Meiners went on to share that an application for continued funding for the project has been submitted with current partners on board for next year if the grant is funded. The application is targeting an addition 5,000 ft. within the next two year span with the following landowners interested Brietenbach, Mahaus and Skauge. An application was also submitted to CCM for 65 days of crew work in 2016 for the revetment project.

Meiners also reported to the SWCD Board on the Bridge Creek/Crystal Creek Watershed Project (MRBI). He shared that Kevin Kuhner, Dept. of Ag, is leading the project and has maintained monitoring stations for five years on this project. Meiners has visited and performed site visits with the 32 landowners in the Bridge Creek/Crystal Creek offering conservation practice ideas. There has been almost 100% landowner participation in moving forward with practice ideas. The Fillmore county commissioner for that area and SWCD board supervisor are each calling the individual landowners to encourage the landowners to continue to move forward and thank them. There are a few landowners in Houston County that are part of the project and Meiners asked if the board supervisor would consider following suit with those landowners.

- WCA – Walter shared that the Highway Department will be doing work in the Daley Creek area.

Staff Report:

Bob Scanlan, Technician

- Feedlot – Scanlan shared during the past month he has completed eight inspections, provided assistance with two feedlot permits issued by Zoning Dept.; performed one feedlot permit application review with the permit pending; assisted with a milk house waste design that was completed; testified at a court hearing in regard to a non-compliant feedlot operator; overseen one feedlot compliance project that was completed and attended the Feedlot Conference in Owatonna, MN, November 4 – 6, 2015.

Committee Reports

FINANCIAL COMMITTEE: *Feldmeier* – **Motion** by Lapham, seconded by Feldmeier, approving Welke to serve on the Financial Committee in place of interim member Lapham.

Voting affirmative: Feldmeier, Graf, Lapham

Opposed: None

Motion carried.

PERSONNEL COMMITTEE: *Graf & Lapham* – Walter shared an additional employment letter from Scanlan. By discussion no conflict of interest is present. All board supervisors were in agreement.

RC & D: *Stenhoff* – The next RC & D meeting will be held Monday, November 23, 2015.

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

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

Motion by Graf, seconded by Lapham, approving the Accounts Payable for November 2015.

Voucher #	Item	Amount
3477	Ronald F. Carlsen – Office Rent – November	\$ 858.79
3478	VISA - SWAG - Mailer & Postage = \$4.13 ; Trees - Postage = \$68.60; AIS - Uniforms = \$401.51; WCA - Meal = \$7.90; Finance Charge = \$5.54 (Sept. and Aug.); Credit Office Supplies	\$ 367.07
3479	Kwik Trip – Fuel – SWCD Trucks = \$259.74	\$ 259.74
3480	Quill Corporation - Office Supplies = \$386.07; NRBG Feedlot - Envelopes = \$15.58	\$ 401.65
3481	Fillmore SWCD - SWAG -Salaries = \$2,575.52, SWAG Mileage = \$746.35, SWAG Lab = \$1,680.00	\$5,001.87
3482	MN Department of Health - SWAG Lab Fees	\$3,630.00
3483	The Houston Banner - Bd. Mtg. Notification	\$ 5.94
3484	Schumacher's Nursery & Berry Farm Inc. - Tree Order	\$1,604.50
3485	Alpha Nurseries, Inc. - Tree Order	\$ 80.07
3486	Caledonia True Value - Crooked Creek Watershed	\$ 5.95
3487	MN Department of Agriculture - Tree License Renewal	\$ 175.00
3488	Peterson Company, Ltd. - Audit 2014	\$2,550.00
3489	Dan Vesterse - Infant Well Testing	\$ 32.00
3490	B & M Service Center - 2008 Ford - Brakes	\$ 564.50
3491	Hartford Life & Annuity Ins. Co. - Life Insurance - Dave Walter	\$ 90.00
3492	Storlie's Portable Pit Stops, LLC - MN Corn Growers	\$ 96.19
3493	MASWCD - Convention Registration	\$ 548.00
3494	Camp Winnebago - Donation - 6th Grade Environmental Day	\$ 100.00
	Bob Scanlan - NRBG meal = \$8.17; NRBG lodging = \$275.92	\$ 284.09
	Total	\$ 16,655.36

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Motion by Graf, seconded by Lapham to adjourn the meeting.

Voting affirmative: Feldmeier, Lapham, Graf

Opposed: None

Motion carried.

Meeting adjourned at 3:15 p.m.

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


Secretary

12-9-15
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/RRSWCD.aspx>

MINUTES OF THE ROOT RIVER SWCD

December 9, 2015

The Root River Soil and Water Conservation District Board of Supervisors met on December 9, 2015 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Stenhoff called the meeting to order at 1:05 p.m.

Members Present:

Matt Feldmeier

Loren Lapham

Roger Stenhoff

Jerry Welke

Members Absent:

Cecil Graf

Others:

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

Those present took part in the Pledge of Allegiance.

Jerry Welke was sworn in as a board member.

It was mutually agreed upon to have interim treasurer Lapham sign the October treasurer's report.

Minutes: Correction was made to the November 18, 2015 meeting minutes having Lapham second the motion to adjourn the meeting. **Motion** by Feldmeier, seconded by Lapham approving the minutes from the November 18, 2015 board meeting with change.

Voting affirmative: Feldmeier, Lapham, Welke

Opposed: None

Motion carried.

Employee Time Records: **Motion** by Feldmeier, seconded by Lapham, approving the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Feldmeier, Lapham, Welke

Opposed: None

Motion carried.

Motion by Lapham, seconded by Feldmeier, approving Lapham to revert to Reporter and Welke to be Treasurer.

Voting affirmative: Feldmeier, Lapham, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Welke requested that the November Treasurer's Report be placed on file for audit.

Agency Report:

Gary Larson, NRCS Report

- Larson shared with the SWCD Board that 39 EQIP applications for 2016 funding have been taken. December 18, 2015 is the application eligibility deadline. There will also be a screening deadline (making projects shovel ready) with February 26, 2015 being the scoring and ranking deadline.
- Larson informed the SWCD Board that CRP general sign up will go till mid-February. The pollinator program is a new aspect and focuses on the honey bee and monarch butterfly habitat.

Staff Report:**Bob Scanlan, Technician**

- Feedlot – Scanlan shared during the past month he has completed four inspections, provided assistance with two feedlot permits; assisted in the completion of one feedlot compliance project; assisted MPCA on an issue with over application of manure in Money Creek Township and completed three Level III inspections. Scanlan reported year-to-date the SWCD has completed 32 feedlot inspections.
- Scanlan also indicated he assisted with inventory and evaluation of buffer strips, erosion control structures and waterways with NRCS technicians. In addition to this, he has also continued to be a resource for soil health questions and will be attending a WebEx on gypsum.

Agency Report:**Dave Walter, SWCD District Report**

- Walter gave an overview of the Annual Convention held December 6 – 8th and reported on various mini sessions he attended.
 1. Yours, Mine, Ours – MCIT mini session on shared services and the pluses of having contracts when sharing services.
 2. Buffer Law – Discussed BWSR guidance, 30 and 50 foot setbacks, public waters setback limits or alternative practices that meet NRCS standards.
 3. Human Resources 101 – Hosted by MCIT and covered hiring.

Award Recognitions were given to West Otter Tail as the SWCD of the Year; State Conservationist of the Year being the Goldsmith Brothers from Fillmore County. Recognition given to supervisors that have passed away during the year. Duane Conniff was recognized.

Supervisor Lapham also attended the Annual Convention and participated in mini sessions and the business meeting. Areas that were covered in mini sessions included:

1. MAWQCP (Ag Water Quality Certification Program)
2. Swim and Fishable Waters – MPCA session discussing phosphorus, nitrogen and e-coli in the southern one-third of Minnesota.

Areas covered in Business Meeting consisted of:

1. Resolutions – the majority of the resolutions that were presented passed. One resolution that was turned down was giving SWCDs levy authority.
 2. Budget
 3. MASWCD dues – increase of \$600. Dues are based 75% on population of the SWCD area.
- Walter informed the SWCD Board that Thurman Tucker of Quail Forever had contacted him regarding the no-till drill topic that was discussed at the November meeting. Quail Forever will be applying for grant funding to purchase a no-till drill. They are interested in storing it here in Houston County or possibly Winona County.
 - Walter indicated to the SWCD Board that a Driftless Area Symposium will be held February 2nd & 3rd, 2016 at the Radisson Hotel in La Crosse, WI. Areas being covered in the Symposium include driftless riparian corridors (research, monitoring, lessons learned, riparian management, stream habitat and more. Also, Soil and Water where quality matters. Walter stated that he may possibly attend. Larson, NRCS, will not be able to attend this year.
 - Walter shared with the SWCD Board that they would be receiving notice regarding Campaign Finance & Public Disclosure and they would need to complete a Statement of Economic Interest. Assistance in this process was offered to board members.
 - Walter informed the SWCD Board that Fillmore County was successful in obtaining a grant for work in the Bridge Creek. The Root River SWCD would be providing technical assistances to them in exchange for a contract of services in the amount of \$22,000 per year for three years.

Program Reports

- WCA – Walter shared that one area was viewed and was turned over for DNR jurisdiction.

Watershed Update:

Crooked Creek – Walter informed the SWCD Board that NRCS performed dam assessments on various dam structures in the watershed. An area of focus is if a dam breeches what needs to be done on a county level.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago - No report.

Old Business:

Walter stated that he has reviewed the technician job announcement. It was mutually decided to advertise for two technician positions and to have resumes sent to Walter instead of board chair.

Local Capacity grant fund use was discussed. It was decided that funds for a cost-share program should be set aside in addition to being used towards two technician positions and other various items.

New Business:

Motion by Lapham, seconded by Welke, approving the MACDE 2015 membership dues for three employees.
 Voting affirmative: Feldmeier, Lapham, Welke Opposed: None Motion carried.

It was mutually decided to table a cost of living discussion.

State Cost Share Program – No report.

MASWCD – No report.

Water Plan

Walter shared that the One Watershed, One Plan Policy Committee met. There was discussion on how the plan would be governed. Also, section four of the plan is currently being written and a quarter time coordinator position was discussed.

Committee Reports

FINANCIAL COMMITTEE: *Feldmeier & Welke* – No report.

PERSONNEL COMMITTEE: *Graf & Lapham* – Walter shared that he had recently conducted staff evaluations. Staff, at this point, was given the opportunity to dismiss themselves from the meeting. Staff dismissed themselves. Staff evaluations were discussed. Staff rejoined the meeting.

RC & D: *Stenhoff* – At the November 23, 2015 meeting the main discussion item was the goat project for invasive species.

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

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

Motion by Feldmeier, seconded by Lapham, approving the Accounts Payable for December 2015.

Voucher #	Item	Amount
3495	Ronald F. Carlsen – Office Rent – December	\$ 858.79

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

Voting affirmative: Feldmeier, Lapham, Welke

Opposed: None

Motion carried.

Meeting was declared adjourned at 3:03 p.m.

NEXT MEETING – Regular Board Meeting – Wednesday, January 13, 2016, 1:00 p.m. Ag Service Center


Secretary

1-13-2016
Date