



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

January 11, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on January 11, 2016 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

2016 Chair Feldmeier called the meeting to order at 1:02 p.m.

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Bob Scanlan, Jean Meiners, Janice Messner, Dan Wermager and Dave Walter – SWCD staff; Gary Larson, Machele Bollman – NRCS staff; Melody Wilson.

Those present took part in the Pledge of Allegiance.

Introductions and welcoming to new board supervisor, Glenn Kruse.

Officers & Appointments:

Motion by Kruse, seconded by Welke, approving Matt Feldmeier as Chair.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Kruse, seconded by Feldmeier, approving Jerry Welke as Vice-Chair.

Voting affirmative: Feldmeier, Graf, Kruse, Stenhoff

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Stenhoff, approving Glenn Kruse as Secretary.

Voting affirmative: Feldmeier, Graf, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Feldmeier, seconded by Stenhoff, approving Cecil Graf as Treasurer.

Voting affirmative: Feldmeier, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Welke, seconded by Feldmeier, approving Roger Stenhoff as Reporter.

Voting affirmative: Feldmeier, Graf, Kruse, Welke

Opposed: None

Motion carried.

Motion by Welke, seconded by Stenhoff, approving the Committee Appointments for 2017.

Committee Appointments for 2017

Finance Committee: Graf & Kruse

Personnel Committee: Stenhoff & Welke

RC&D: Stenhoff

RC&D (Citizen at Large): Tabled

State Revolving Fund [JPB Finance Committee]: Welke

One Watershed, One Plan: Feldmeier

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Meeting Date & Time: Motion by Stenhoff, seconded by Graf, to hold the monthly Root River SWCD board meetings on the second Thursday of the month at 9:00 a.m. May – October and 1:00 p.m. November – April at the Ag Service Center in Caledonia, Minnesota.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Minutes: Motion by Graf, seconded by Stenhoff, approving the minutes from the December 14, 2016 board meeting.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Treasurer’s Monthly Report: Graf requested that the December 2016 Treasurer’s Report be placed on file for audit.

Motion by Stenhoff, seconded by Graf, approving the continuation of the following:

Houston County Treasurer – 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: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Agency Reports:

Gary Larson, NRCS Report

- Shared with the SWCD Board that EQIP 2016 yielded \$300,000 in projects. Projects consisted of cover crops, well decommissioning, grade stabilization structure, grassed waterways, seasonal high tunnel, organic transition, Ag waste with Nutrient Management plans.
EQIP 2017 has 26 applications with January 20th being the final day for 2017 applications.
- Reported to the SWCD Board that there are 100+ applications for CRP. He stated he is getting requests to put land into CRP to meet buffer law requirements. The buffers will be going into pollinator habitat and SAFE.

Dave Walter, SWCD District Manager

- Walter shared with the SWCD Board that he, Scanlan and Messner refined the 2017 budget. Updates were applied to grant dollar amounts and expenditures.

Program Reports

Walter reviewed the following programs:

- **WCA, Wetland Conservation Act, FY17 (Dave)** – During the past month this program has slowed down.
 - Funds available as of December 27th = \$19,961.14
- **AIS, Aquatic Invasive Species, 2017 (Dave)**
 - Funds available as of December 27th = \$31,775.99
- **Local Capacity FY16 (Dave)**
 - Funds available as of December 27th = \$65,640.62
- **Easement Delivery FY17 (Dave)**
 - Funds available as of December 27th = \$2,580.29

Program Reports

- **Bridge Creek** (*Dave*) – Funding will go through 2019 for this program. A payment request is being made for Josh Dahl on a Waste Facility Cover later in the meeting.
 - 2016 Funds available as of December 27th = \$3,604.39
 - 2017 Funds available as of December 27th = \$22,500.00
- **Conservation Delivery FY17** (*Dave/Janice*)
 - Funds available as of December 27th = \$1,031.85
- **State Cost Share FY16** (*Dan*)
 - Funds available as of December 27th Technical/Engineering = \$12,882.49
 - Funds available as of December 27th Administrative = \$3,707.65
- **Buffer Implementation FY17** (*Jean*)
 - Funds available as of December 27th = \$20,000.00
- **MN Land Trust** (*Jean*) – A meeting is scheduled for Friday, January 13, 2017.
 - Funds available as of December 27th = \$3,929.08
- **Nitrate Monitoring** (*Janice*)
 - Funds available as of December 27th = \$1,467.42
- **Feedlot FY17** (*Bob*)
 - Funds available as of December 27th = \$50,000.00
- **MN Corn Growers 2017** (*Bob*)
 - Funds available as of December 27th = \$9,000.00

A concern was voiced in reference to an area near a bridge on County 5.

Watershed Update

Crooked Creek – Scanlan reported a meeting is scheduled for Friday, January 13th. They will be reviewing the 1WS1P Joint Powers Agreement; addressing the contract for services with the Root River SWCD; and circulating a newsletter.

He also shared that he is working with HSEM Hazard Mitigation Program staff to obtain funding assistance for costs to install a structure within the watershed.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – Scanlan shared that he is working with FEMA staff to obtain funding (75%) for debris removal and rehab on the five flood control structures. He is also working with Homeland Security to obtain state funding (25%) for the removal and rehab projects.

Old Business

Motion by Welke, seconded by Graf, declining a cost-share assistance request for Glen Buxengard due to septic discharge in the project area.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

New Business

Motion by Stenhoff, seconded by Welke, approving the 2017 IRS mileage reimbursement rate of \$0.535 per mile.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

MASWCD

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

Water Plan

One Watershed, One Plan – Scanlan shared that he and Walter attended the Policy Committee meeting on December 19th. Scanlan said BWSR approved the plan on December 14, 2016. The Houston County Commissioners approved the 1WIP Resolution and Joint Powers Agreement on January 10, 2017. Discussion followed regarding the contents of the resolution and joint powers agreement. **Motion** by Stenhoff, seconded by Graf, approving the Resolution to Adopt and Implement the One Watershed, One Plan and the Joint Powers Agreement.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – No report.

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

RC & D: *Stenhoff* – No report.

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

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

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

Motion by Graf, seconded by Welke, approving the Accounts Payable for January 2017.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Walter shared that he has checked into State bidding prices for a different vehicle.

GMC truck – 4 door 4.3 liter. Sticker price \$36,200. State bid price \$23,200. Would prefer to upgrade to a 5.3 liter.

Dodge truck – Crew cab 3.6 liter. Sticker price \$34,100. State bid price \$23,100. Would prefer to upgrade to a 5.7 liter.

Staff Reports

Dan Wermager – Program Report

- Wermager reported he has been assisting with EQIP and doing design work. He also shared that he has been working on obtaining an extension on the Comprehensive Water Plan.

Bob Scanlan – Program Report

- **MN Corn Growers** – Scanlan reported that he updated the work plan for 2017 with MN Corn Growers.
- **Feedlot** – Scanlan reported he completed one feedlot inspection and assisted several producers with their feedlot registration update during the past month. The SWCD has completed one of 25 feedlot inspections to date.

Scanlan also shared that he is working with Wayne Zellmer, BWSR through supplying information to HSEM on flood impacted areas in the county that could benefit from placement of new grade stabilization structures. He submitted a list of eight high priority areas to Zellmer. This information will then be available for the upcoming legislative session.

Scanlan indicated that he is researching additional grants, MPCA 319 – BMP’s on impaired waters and Feedlot VI.

Jean Meiners – Program Report

- **Buffer Implementation Program** – Meiners reported that she continues to work with landowners regarding the need for buffers on their individual properties. She also shared that she will be working on inventory reporting this month.

Meiners also stated she has been doing survey and design work.

Janice Messner – Program Report

- **Tree Program** – Messner reported that a total of 19 orders have been received for 2017 delivery. This is a total of 50 bundles. She also stated that sales have been slow but will pick up in the spring.

Walter announced that Joe McManimon is stepping-down from his position on the Houston County Water Plan Committee. Loren Lapham has expressed interest in filling his position and will be appointed at an upcoming County Commissioners meeting.

Meeting adjourned at 2:57 p.m.

NEXT MEETING – Regular Board Meeting - Thursday, February 9, 2017, 1:00 p.m. Ag Service Center



 Secretary

2-9-17

 Date



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MINUTES OF THE ROOT RIVER SWCD

February 9, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on February 9, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Bob Scanlan, Janice Messner, Dan Wermager and Dave Walter – SWCD staff; Gary Larson – NRCS staff.

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Stenhoff, seconded by Graf, approving the minutes from the January 11, 2017 board meeting.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf requested that the revised December 2016 and January 2017 Treasurer's Reports be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Shared with the SWCD Board that \$507,995 has been approved for EQIP 2017 contracts.
- Reported to the SWCD Board that there are 60 CRP applications comprised of new and renewal applications.
- Informed the SWCD Board of a Field Boarders Program. The program is a five year commitment with a one-time payment of \$775/acre. Pollinator habitat will qualify for a boarder mix.

Dave Walter, SWCD District Manager

- Walter shared with the SWCD Board that a RCPP EQIP program will be made available in the near future. It will assist with small feedlot fixes for those with 500 animal units or less. These federal funds can also be matched with state funds.
- Walter informed the SWCD Board that a CREP program is also going to be offered. This will give landowners the opportunity to offer up their land to be enrolled in CRP and have a perpetual RIM easement on it. The program will be

promoting water quality. A minimum of 8 acres must be enrolled and cropping history is also needed on those acres. It will target wellhead protection areas, 100 year flood plain wetlands, non-100 year flood plain wetlands and filter strips around stream areas.

- Walter reported to the SWCD Board that he has also been assisting with the mapping of Other Waters for the Buffer Implementation Grant; working to establish a new MAWQCP grant opportunity and working with Pete Fryer on the Josh Dahl manure storage project. Jason Rochester and the SWCD technicians will all be a part of this project.

Program Reports

- **WCA** – Walter stated he is once again working with CP Rail as they have started bringing fill back out of the area they used last year. Walter shared that he is working with the Wagon Wheel Trail in La Crescent. This is a bike/walking trail that is entering phase two of development. Nine tenths of an acre will need fill in a wetland area. He also shared that he is working with a landowner on a ditch maintenance project in the Houston area.
- **MN Land Trust** – Walter shared that a contract extension was granted with a mid-April expiration date.

Watershed Update

Crooked Creek – Scanlan reported a meeting is scheduled for Friday, February 10th. They will discuss obtaining recorded easements for right of way to all watershed structures. Scanlan also reported that a newsletter was recently sent out to residents in the Crooked Creek Watershed and he has been working on possible funding opportunities through Homeland Security Hazard Mitigation Program for a needed structure at the Hammell/Klinski location.

Bee & Duck Creek – No report.

Bear Creek – Scanlan shared that the Minnesota structure sites are not currently on the DNR Dam Safety Priority List. He is working to obtain that status so funding opportunities can be made available for repair, reconstruct or dam removal. This could assist with sinkhole formations on these sites.

Winnebago – No report.

Staff Report

Bob Scanlan, Assistant Manager

- Scanlan reported in addition to the Crooked Creek and Bear Creek Watershed workload he also submitted two news articles for publication. The topics included small scale field trials and the buffer program.
- Scanlan also shared that he worked on developing a non-structural practice implementation plan for the cover crop cost share program.
- Scanlan indicated that he worked with the FEMA and HSEM staff on flood work documentation. An award of \$52,782 is being put forward for debris removal, two sinkhole treatments and grading, shaping of critical area plantings at five sites.

Program Report

- **Feedlot** – Scanlan stated that four feedlot inspections were completed this past month and he assisted several producers update their feedlot registrations. He also reported that he sent out 20 letters to schedule inspections. To date five of the 25 required inspections have been completed.

Scanlan also shared that he is working to secure additional funds for feedlot projects. The funds will be from counties that did not use all their funding.

Walter interjected that he has had discussions with Rick Frank, County Zoning, regarding the transfer of additional feedlot program responsibilities, such as permitting, to the District. He stated that all enforcement would remain with County Zoning.

Staff Report**Dan Wermager, Technician**

- Wermager reported that much of his time has been dedicated to engineering responsibilities.
- Wermager stated that he has also been assisting with the wrap up of the 2016 EQIP Cover Crop Program.
- Wermager shared that he has taken advantage of various cover crop training opportunities this past month.

Program Report

- **Buffer Implementation** – Walter stated that he and Meiners have been mapping “Other Waters” areas to meet the buffer law requirements. He also shared that to date no alternative projects have been established. Walter did share that there is potential state funds that may be made available to offset the costs of the required buffer implementation. If passed the program would be providing aid in the about of \$40/acre for a buffer.

Feldmeier extended a public invitation to the board supervisors and staff for an upcoming Farm Bureau hosted educational event on March 9th at Stumpy’s in Rushford, MN from 10 a.m. till 2:00 p.m. Presenters include Jim Paulson, cover crops; Kevin Kehner, Field to Stream Program; and BWSR, buffer strips.

Staff Report**Janice Messner, Admin. Asst.**

- Messner presented a brief tree program update. To date 115 bundles have been sold.

New Business

Master Joint Powers Agreement (Easement Program) – Walter shared that he, Meiners and Messner participated in a webinar on the changes being implemented to the Easement Program. He stated that the district will be receiving \$40 for each spot-check that is assigned by BWSR. **Motion** by Stenhoff, seconded by Welke, approving the Master Joint Powers Agreement.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Graf, seconded by Kruse, approving the payment of the SE MASWCD 2017 Annual Dues (\$500).

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Graf, seconded by Kruse, approving the payment of the 2017 Envirothon Dues (\$175).

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Stenhoff, seconded by Welke, approving the payment of the SE SWCD Technical Support JPB 2017 Dues (\$1,000).

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Graf, seconded by Stenhoff, approving the FY17 State Cost-Share Base Grant Non-Structural Land Management Practices (NLMP) Implementation Plan Request.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

FY17 Conservation Delivery Grant Close Out – Messner reported on the financial spending of the grant. **Motion** by Kruse, seconded by Welke, approving the financial close out report for the FY17 Conservation Delivery Grant.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Graf, seconded by Welke, approving the MAWQCP Grant.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Walter shared that he has been in contact with the building owner regarding a fall renewal of our office space lease. Discussion on the monthly rental rate was discussed amongst the supervisors. Walter will continue negotiations on the lease.

LOCAL CAPACITY STATE COST SHARE PROGRAM

Walter shared that funds in the amount of \$11,006.25 are available which is slippage from a different completed project. The grant does not expire until December 2018.

Walter stated that he is waiting to receive pricing for a truck topper from Nelson Auto before ordering a truck. He stated that instead of selling the 2008 Ford that we may sell the 2008 Chevy. He went on to say that at this point he is leaning towards purchasing a GMC over a Dodge.

Meeting adjourned at 3:14 p.m.

NEXT MEETING – Regular Board Meeting - Tuesday, March 7, 2017, 1:00 p.m. Ag Service Center

Glenn Kune
Secretary

3-7-17
Date



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MINUTES OF THE ROOT RIVER SWCD

March 7, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on March 7, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Feldmeier called the meeting to order at 12:58 p.m.

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Bob Scanlan, Janice Messner, Dan Wermager, Jean Meiners and Dave Walter – SWCD staff; Machele Bollman – NRCS staff.

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Stenhoff, seconded by Kruse, approving the minutes from the February 9, 2017 board meeting.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf requested that the revised January 2017 Treasurer's Reports be placed on file for audit.

Agency Reports:

Machele Bollman, NRCS Report

- Shared with the SWCD Board that CRP has been a large portion of the workload during the past month.
- Informed the SWCD Board of the Client Gateway program and extended assistance.

Dave Walter, SWCD District Manager

- Walter informed the SWCD Board that he, Meiners and Larson participated in a webinar for the CREP program being offered. This will give landowners the opportunity to offer up their land to be enrolled in CRP and have a perpetual RIM easement on it. A minimum of 8 acres must be enrolled and cropping history is also needed on those acres. It will target wellhead protection areas, 100 year flood plain wetlands, non-100 year flood plain wetlands and filter strips around stream areas.

Program Reports

- **WCA** – Walter stated he continues to work with CP Rail as they are bringing fill back out of the area they used last year. Walter shared that he is working with Fish & Wildlife Service on possible tree planting and native seeding in areas near Hokah. A request to bring fill in to a wetland area for a parking area was made in Hokah Township. In Winnebago Township he is working with a landowner in regards to trout streams. He also responded to a concern of a landowner working in a stream without a permit in the Freeburg area. A restoration plan will be forthcoming. Walter worked with the City of Houston regarding an alternative route for a house going up within the city limits. Walter also worked with the City of Caledonia in relation to a wetland statement within the city’s plan.
- **MN Land Trust** – Walter shared that visits with potential applicants is ongoing and additional letters have been sent to landowners.

Watershed Update

Crooked Creek – Scanlan reported they continue to work on the easement process to maintain access to all their structure sites. Their board received Bob Mireau’s resignation and will be working with the county to appoint a replacement. Scanlan continues to work on possible funding opportunities through Homeland Security Hazard Mitigation Program for a needed structure at the Hammell/Klinski location. A meeting is scheduled for April 11th in Albert Lea or April 12th in Waseca, MN. The Watershed’s next meeting is scheduled for Friday, March 17th.

Bee & Duck Creek – Walter shared that he will be meeting with Wilmington Township at the Annual Township meeting in April.

Bear Creek – No report.

Winnebago – No report.

Staff Report

Bob Scanlan, Assistant Manager

- Scanlan indicated that he worked to obtain landowner signatures for the approved FEMA/HSEM funding. An award of \$52,782 has been secured for debris removal, two sinkhole treatments and grading, shaping of critical area planting at five sites.
- Scanlan shared the following upcoming training opportunities. A cover crop seminar in Zumbrota, MN is being offered on March 16th and a SM-1 Soils Training in Rochester, MN on March 29 and 30th.

Program Report

- **Feedlot** – Scanlan stated that 11 feedlot inspections were completed this past month and three will need to be brought into compliance. He also provided assistance to two feedlot operators. To date 16 of the 25 required inspections have been completed.

Scanlan shared that he had been working with SE WRB regarding the possibility of additional funds for feedlot projects, but received word that the possible funds will not be available.

Scanlan stated that he will be attending the Feedlot conference in Moorhead, MN April 11 – 13th.

Scanlan and Walter stated that they had recently met with Environmental Services regarding the feedlot program. They are looking at developing a Memorandum of Agreement for program responsibilities.

Staff Report

Dan Wermager, Technician

- Wermager reported that he has been designing plans for Bridge Creek projects and assisting Scanlan with feedlot inspections. This is in addition to the Water Plan coordinator responsibilities.

Program Report

- **Buffer Implementation** – Walter stated that he has completed the mapping of “Other Waters” areas and shared maps with the board of these areas. He also stated that he has presented these maps to the Houston County Water Plan Committee and no objections were brought forward.

Staff Reports

Jean Meiners, Technician

- Meiners stated that in conjunction with the Buffer Program she has been measuring and flagging buffers and GPSing those that will be going into CRP. She has also been visiting with landowners and reviewing their maps.
- Meiners also shared that she has been doing survey and design work.

Janice Messner, Admin. Asst.

- Messner presented a brief tree program update and stated that sales have picked up since March 1st. To date 238 bundles have been sold. She also shared that a newspaper article had been published in the local papers this past week.
- Messner shared that the 2016 Annual Report has been completed and is available.
- Messner also shared that the 2016 Year End Financial Statements have been approved by BWSR contingent upon providing the 2016 PERA information when it becomes available to us.
- Messner stated that she has also worked on preparing the packets for the Rain Monitoring program and is waiting to receive one piece from the State Climatology Office.

Old Business

Walter shared that he has been in contact with the office landowner regarding the renewal of our lease. The 40% increase was discussed. The landowner shared that with the increase it brings the rent back up to the rate originally stated in the 2007 agreement. He also shared that his costs have increased for janitorial and snow removal services. The current lease agreement expires August 31, 2017. A new 5 year lease is being proposed for \$14,558/year. The Board was in agreement to have Walter move forward in having a lease prepared.

New Business

Scanlan shared FEMA/HSEM funding has been awarded. 75% of the following funds are FEMA with the remaining 25% HSEM with all the funds filtering through the State (HSEM).

Category A Funds = \$31,694.11 (Federal - \$23,770.58; State - \$7,923.53). These funds are ear-tagged for obstruction removal on three sites in the Winnebago Watershed.

Category D Funds = \$21,088.11 (Federal - \$15,816.08; State - \$5,272.03). These funds are ear-tagged for two separate sinkhole projects and grading/shaping critical area plantings.

Motion by Kruse, seconded by Welke, approving the payment of the \$10.00 per employee for the 2017 SWCD Area 7 Membership Fee and the \$12.00 registration fee for each employee to attend the SWCD Area 7 Spring Employees Meeting.

Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, accepting the bid of \$2,500 plus \$150 for amortization schedule from Michael Peterson CPA for the 2016 Year-End Financial Audit and authorizing Feldmeier, Chair to sign the contract upon its arrival.

Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Graff, approving the registration fee of \$99 for the Microsoft Excel Seminar.

Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, approving registration fee of \$200/each and the membership fee of \$75/each for the MACFO Feedlot Conference along with hotel and meal costs.

Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

Walter shared that funds in the amount of \$11,006.25 are available, which is slippage from a different completed project. The grant does not expire until December 2018.

BRIDGE CREEK COST SHARE PROGRAM

Motion by Stenhoff, seconded by Kruse, approving the four cost share applications for Jace Washburn grade stabilization structures.

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

Discussion followed.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

FEMA/HSEM COST SHARE

Name	Contract	Total Cost Estimate	Funding Amount Requested	Project	Completion Date
Koch, Bob	01FEMA/HSEM	\$ 4,059.53	\$ 4,059.53	Sinkhole	Sept. 15, 2017

Motion by Stenhoff, seconded by Graff, approving the above cost share funds for Bob Koch – sinkhole project.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Name	Contract	Total Cost Estimate	Funding Amount Requested	Project	Completion Date
Staggemeyer, Mike <i>Site 1</i>	02FEMA/HSEM	\$ 7,697.94	\$ 7,697.94	Obstruction Removal	Sept. 15, 2017

Motion by Stenhoff, seconded by Kruse, approving the above cost share funds for Mike Staggemeyer – obstruction removal project.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Name	Contract	Total Cost Estimate	Funding Amount Requested	Project	Completion Date
Staggemeyer, Mike <i>Site 2</i>	03FEMA/HSEM	\$ 20,433.42	\$ 20,433.42	Sinkhole & Obstruction Removal	Sept. 15, 2017

Motion by Stenhoff, seconded by Graff, approving the above cost share funds for Mike Staggemeyer – sinkhole and obstruction removal project.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Name	Contract	Total Cost Estimate	Funding Amount Requested	Project	Completion Date
Burke, Pat	04FEMA/HSEM	\$ 3,847.94	\$ 3,847.94	Obstruction Removal	Sept. 15, 2017

Motion by Stenhoff, seconded by Kruse, approving the above cost share funds for Pat Burke – obstruction removal project contingent on acquiring all needed signatures.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Name	Contract	Total Cost Estimate	Funding Amount Requested	Project	Completion Date
DNR	05FEMA/HSEM	\$ 15,003.66	\$ 15,003.66	Obstruction Removal & Critical Area Planting	Sept. 15, 2017

Motion by Stenhoff, seconded by Graff, approving the above cost share funds for DNR – obstruction removal & critical area planting contingent on acquiring all needed signatures.

Voting affirmative: Graf, Stenhoff, Welke Abstained: Kruse Opposed: None Motion carried.

MASWCD

2017 MASWCD Legislative Briefing and Day at the Capitol will be held March 20-21 at the Embassy Suites in St. Paul. Walter stated that he and Feldmeier are planning to attend.

Water Plan

One Watershed, One Plan – Wermager shared that he attended the February 27th Advisory Meeting and was asked to help with coordination of tasks for the group. He reported at the advisory meeting the “Other Waters” for the state buffer law was discussed. They felt criteria should be determined in place of listing the “Other Waters” for those that cross county lines and be addressed in the IWIP. Wermager stated that the next Advisory meeting will be held March 9th and the Policy Committee meeting March 20th.

Wermager stated that he has been doing research for the Pine Creek plan.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – No report.

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

RC & D: *Stenhoff* – No report.

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

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

Voucher #	Item	Amount
3671	Ronald F. Carlsen – Office Rent – March	\$ 858.79
3672	VISA – Postage = \$98.00	\$ 98.00
3673	Kwik Trip – Fuel – SWCD Trucks = \$186.06	\$ 186.06
3674	Hartford Life & Annuity Insurance Co. – Life Insurance Dave Walter	\$ 90.00
3675	Quill Corporation – Office Supplies	\$ 192.36
3676	SE MACDE – 2017 Membership Dues \$10/ea.= \$50; Spring Mtg. Registration Fee \$12/ea.= \$48	\$ 98.00
3677	Houston County Treasurer – Maps – 6 @ \$3.00 each	\$ 18.00
3678	Matt Feldmeier – Mileage – 1 st Qtr. – 108 miles @ \$0.535	\$ 57.78
3679	Cecil Graf – Mileage – 1 st Qtr. – 120 miles @ \$0.535	\$ 64.20
3680	Glenn Kruse – Mileage – 1 st Qtr. – 60 miles @ \$0.535	\$ 32.10
3681	Roger Stenhoff – Mileage – 1 st Qtr. – 96 miles @ \$0.535	\$ 51.36
3682	Jerry Welke – Mileage – 1 st Qtr. – 120 miles @ \$0.535	\$ 64.20
3683	Fred Pryor Seminars – Microsoft Excel	\$ 99.00
3684	MACFO Feedlot Conference – 2 @ \$275/each	\$ 550.00
3685	Petty Cash – Water Plan Postage = \$2.64; Office Supply (Batteries) = \$8.02; Finance Charge = \$0.25; MN Corn Growers – Field Day Expense = \$2.38	\$ 13.29
	Total	\$2,375.14

Motion by Stenhoff, seconded by Graf, approving the Accounts Payable for March 2017.

Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

Meeting adjourned at 2:22 p.m.

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

Michelle Feltz - Chair
Secretary

4/13/2017
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

April 13, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on April 13, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Feldmeier called the meeting to order at 1:03 p.m.

Members Present:

Matt Feldmeier

Cecil Graf

Roger Stenhoff

Jerry Welke

Members Not Present:

Glenn Kruse

Others:

Janice Messner, Jean Meiners and Dave Walter – SWCD staff; Gary Larson – NRCS staff; Adam Beilke, Board Conservationist – BWSR.

Those present took part in the Pledge of Allegiance.

Introductions: Adam Beilke, Board Conservationist, BWSR.

Minutes: Motion by Stenhoff, seconded by Graf, approving the minutes from the March 7, 2017 board meeting.

Voting affirmative: Graf, Stenhoff, Welke

Opposed: None

Motion carried.

Employee Time Records: Motion by Graf, seconded by Welke, to approve the Employee Time Records.

Voting affirmative: Graf, Stenhoff, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf requested that the February and March 2017 Treasurer's Reports be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Shared with the SWCD Board that \$499,980 of EQIP funding has been approved. Contracting will begin the week of April 17th.
- Informed the SWCD Board Brian DeWitt and Kevin Lapham were honored as NRCS Earth Team Volunteers. Lapham worked specifically on a distribution of pollinator habitat project.
- Indicated to the SWCD Board that they have been busy flagging CRP buffers. The landowners will crop the buffer area this year and plant the pollinator habitat next spring. The contract is for ten years and payment rates range between \$200/\$225 per acre on an average in most of the county.

Agency Reports:**Dave Walter, SWCD District Manager**

- Walter informed the SWCD Board that Pheasants Forever has approached the SWCD regarding housing an employee for a five year position. This individual would be preparing CRP plans and other various tasks. Funding for the position is part of the Farm Bill (\$65,000). The position would be funded 90% through Farm Bill with a 10% needed match. The 10% match can be split with 5% coming from the SWCD (\$3,250) which could be generated by rent for housing this individual and the remaining 5% would need to come from another source and filter through the SWCD.
- Walter shared with the SWCD Board that he and Feldmeier attended the Legislative Briefing and Day at the Capitol. Feldmeier stated the briefing was on buffer alternative practices. At the briefing it was made known that there is a state surplus of \$2 million and BWSR is requesting \$11 million in funding. The following day they met one-on-one with Rep. Davids and Rep. Miller.
- Walter reported to the SWCD Board that he and Welke attended the JPB meeting on March 23rd. The RCPP program funding was discussed. Funding for the program will be filtered through JPB.
- Walter informed the SWCD Board that he attended a FEMA meeting on April 11th. The process of applying for FEMA funding was reviewed. The Hammell/Klinski structure site may meet requirements for funding. 75% cost share is directly from FEMA with the remaining 25% to come from a State or other source.
- Walter shared with the SWCD Board for Earth Day two local 4-H clubs will be planting river birch and swamp white oak trees at Wildcat Park. These trees will be replacements for those trees with emerald ash bore. Walter shared that the District will be doing an educational presentation with these clubs.

Program Reports

- **WCA** – Walter stated he continues to have a workload with the WCA program. He was to a site along Hwy. 7 and various bridge and culvert projects that the Highway Department is involved with. The TEP panel has also met during the past month.
- **Buffer Implementation** – Walter reviewed the Other Waters Resolution with the board. He shared that he had reviewed it with the Houston County Water Plan Committee and one county commissioner. He stated that he would be presenting it to all the county commissioners in the near future along with the Crooked Creek Watershed Board. The six alternative practices are MN Agricultural Water Quality Certification Program; NRCS Filter Strip Standard: MN 393/391 practice standards – Public Waters; Grassed Waterway/Cultivated Watercourses – Public Waters; Negative slopes or concentrated inflow – Public Ditches; Negative slopes or concentrated inflow – Public Waters; Conservation Tillage/Cover Crops with Vegetated Filter Strip – Public Waters.
- **AIS** – Walter informed the board that there is an opportunity for public education via a booth at the Houston County Fair. This would be funded with AIS funds.
- **Feedlot** – Walter stated that Scanlan and Wermager were attending the MACFO Conference. He also shared that eight feedlot inspections have been completed during the past month. Year-to-date 24 of the 25 required feedlot inspections have been completed. Assistance was also given to four feedlot operators.

Watershed Updates

Crooked Creek – Walter shared that Scanlan has been working on the HSEM mitigation and coordination of the design work for the Hammell/Klinski structure. Jason Rochester, JPB Technician is doing the design work for the project. Walter also reported that a new watershed manager will be appointed by the county commissioners in the near future. This will be a replacement for the resigning manager, Bob Mierau. The next watershed meeting is April 21, 2017.

Bee & Duck Creek – No report.

Bear Creek – No report.

Watershed Updates

Winnebago – Walter share that a site showing is planned for April 26th at 8 a.m. to view the project sites that are open for bid. The bid opening will be held May 5th.

Staff Reports

Bob Scanlan, Assistant Manager

- Scanlan’s report indicated that he assisted with four building site reviews and attended the Farm Bureau Water Summit; Cover Crop Seminar; Area 7 Employee meeting and SM-1 Soils Training.

Jean Meiners, Technician

- Meiners stated that she, Scanlan and Messner attended the Area 7 Employees meeting. Discussion consisted of organized staff trainings instead of just on the job training. A survey was sent out to employees to see what the wants and needs were for training. A mentoring program may be another possibility with adjoining counties. Grant writing training was discussed. During the technical portion of the meeting buffers were discussed. Legislature is discussing a \$40 tax credit per acre, per year which would be taken off property taxes due. Alternative practices guidance was distributed along with a new release. SWCD districts will need to adopt a plan for inspections every three years on these areas. Enforcement was discussed and currently there is \$2 million in the budget for enforcement. CREP/RIM program was discussed. There was also discussion on IT support.

Janice Messner, Admin. Asst.

- Messner shared that the breakout session for the administrative assistants at the Area 7 Employee meeting was beneficial as ideas and knowledge was shared amongst the group.
- Messner gave a brief tree program update and stated that sales were good and there has not been much interest in the sugar maple this year. Tree pick-up days will be April 20th – 21st.

Old Business

Motion by Graf, seconded by Welke, approving a five year building lease at the rate of \$14,558 per year.
Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

New Business

Motion by Graf, seconded by Welke, approving the purchase of a 2017 GMC Sierra truck and topper at the cost of \$25,813.77 from Nelson Auto Center.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, approving the FY16 Local Water Management Block Grant Financial Report.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Motion by Welke, seconded by Graf, approving the registration fee of \$140 for a fair booth at the Houston County Fair.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Meiners, Dana	05FY16LC	\$3,300.00	\$2,475.00	Grassed Waterways (2)	6/15/17

Motion by Stenhoff, seconded by Graf, approving the above Local Capacity State Cost Share Application in the amount of \$2,475 for Dana Meiners grassed waterway projects.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Vix, Lorayne	06FY16LC	\$ 2,300.00	\$ 1,725.00	Grade Stabilization Structure	12/31/17

Motion by Graf, seconded by Stenhoff, approving the above Local Capacity State Cost Share Application in the amount of \$1,725 for Lorayne Vix’s grade stabilization structure project.

Voting affirmative: Graf, Stenhoff, Welke

Opposed: None

Motion carried.

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

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

Motion by Stenhoff, seconded by Graf, approving the above Local Capacity State Cost Share Applications in the amounts of \$1,800, \$8,925 and \$5,475 for Paul Hagen’s grassed waterways and grade stabilization structure projects.

Voting affirmative: Graf, Stenhoff, Welke

Opposed: None

Motion carried.

MASWCD

Walter shared the opportunity for board and staff to purpose/present MASWCD resolution suggestions is upon us. Resolutions should be brought to the May board meeting to review and request approval to submit to MASWCD. Also, Walter briefly reviewed the sun setting resolutions.

Water Plan

One Watershed, One Plan – Wermager shared that he attended the March 20th Policy Committee meeting. They discussed the work plan and what can be done if no project/implementation funds are available.

Adam Beilke shared various staff training opportunities along with the PTM app tool training.

Committee Reports

FINANCIAL COMMITTEE: Graf & Kruse – No report.

PERSONNEL COMMITTEE: Stenhoff & Welke – No report.

RC & D: Stenhoff – No report.

JOINT POWERS FINANCE COMMITTEE: Welke – No report.

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

Voucher #	Item	Amount
3685	Ronald F. Carlsen – Rent – April	\$ 858.79
3686	Houston County Treasurer – RIM – Warranty Deed Mullen/Thompson	\$ 1.00
3687	Caledonia True Value – Crooked Creek – 3 Cut Keys	\$ 10.42



Root River Soil and Water Conservation District

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MINUTES OF THE ROOT RIVER SWCD April 27, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on April 27, 2017 at the Ag Service Center in Caledonia, Minnesota for a special meeting.

Chair Feldmeier called the meeting to order at 9:01 a.m.

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Janice Messner, Dan Wermager and Dave Walter – SWCD staff; Ron Meiners.

Those present took part in the Pledge of Allegiance.

BRIDGE CREEK COST SHARE PROGRAM *(Funding up to 90% of cost estimate)*

Bridge Creek Cost Share Application

Name	Contract	Total Cost Estimate	Federal Funding	Cost Share Amount Requested (to reach 90% cost share)	Project	Completion Date
Dahl, Josh	# 16BC	\$479,634.67	\$314,927.04	\$116,744.16	Waste Storage Facility	12/31/17

Discussion was held regarding the project. **Motion** by Stenhoff, seconded by Kruse to approve contract # 16BC for Josh Dahl – Waste Storage Facility to bring cost share up to 90% due to being a number one priority in a sensitive area in the Bridge Creek watershed to address resource concerns.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Meeting adjourned at 9:15 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, May 11, 2017, 9:00 a.m. Ag Service Center


Secretary

5-11-17
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

May 11, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on April 13, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Janice Messner, Bob Scanlan and Dave Walter – SWCD staff.

Those present took part in the Pledge of Allegiance.

Feldmeier shared that long time past board member, Joe McManimon's wife (Ione) passed away.

Minutes: **Motion** by Stenhoff, seconded by Graf, approving the minutes from the April 13, 2017 board meeting and the April 27, 2017 special board meeting.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf requested that the April 2017 Treasurer's Report be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report – Walter shared that CRP and SAFE acres have reached the national cap. A waiting list has been formed and will be used if more acres become available.

Dave Walter, SWCD District Manager

- Walter shared with the SWCD Board that he attended/helped with the Envirothon held in Lewiston, MN on May 3rd. Goodhue placed as the top three teams. A survey will be sent out asking for ideas on how to improve the event to obtain more participation.
- Walter reported to the SWCD Board that he and Stenhoff attended the annual townships meeting. Walter stated that he addressed the Wilmington Township group regarding Bee/Duck Creek. One landowner was interested in a few projects.

Program Report

- **MN Corn Growers** – Scanlan shared that he and other SWCD staff did some seeding this past month along various sections of Riceford Creek. The revetment project will continue this summer from the Breitenbach reach to various other areas.

Old Business – None reported.

New Business

Motion by Stenhoff, seconded by Graf, approving the Farm Bill Assistance Partnership Grant Phase XVII.
Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Kruse, approving the Other Waters Resolution
Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Welke, approving the lowest bid by Mahr Excavating of \$49,667.50 for the FEMA Winnebago Watershed Flood Relief Projects.
Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

Motion by Welke, seconded by Graf, approving 50% of the lunch expense for the Bear Creek Watershed Inspection Tour.
Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

2017 Conservationist of the Year will be from District #4 this year which includes Caledonia Twp. and Village, Eitzen Village, Mayville Twp. and Winnebago Twp. District #4 board supervisor along with staff will bring forward a candidate for approval in the near future.

STATE COST SHARE PROGRAM

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

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

Motion by Graf, seconded by Kruse, approving the above State Cost Share Application in the amount of \$3,225, for Don Kjos’s critical area planting project.
Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

BRIDGE CREEK COST SHARE PROGRAM

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

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

Motion by Stenhoff, seconded by Kruse, approving the above Bridge Creek Cost Share Application in the amount of \$12,600, for Josh Dahl’s grade stabilization structure project.
Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

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

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

Walter asked the board to table this request. Plans are being revised. Request was tabled with no objections.

MASWCD

Feldmeier called for any proposed MASWCD resolution suggestions. None were brought forward.

Water Plan

One Watershed, One Plan – Walter shared the focus has been on adopting the Other Waters Resolution.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – No report.

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

RC & D: *Stenhoff* – No report.

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

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

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

Motion by Graf, seconded by Stenhoff, approving the Accounts Payable for May 2017.

Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.


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

Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

Meeting adjourned at 9:55 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, June 8, 2017, 9:00 a.m. Ag Service Center

Approved: 6-8-17
Date


Secretary



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
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MINUTES OF THE ROOT RIVER SWCD **June 8, 2017**

The Root River Soil and Water Conservation District Board of Supervisors met on June 8, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Jerry Welke

Members Not Present:

Roger Stenhoff

Others:

Jean Meiners, Janice Messner, Bob Scanlan and Dave Walter – SWCD staff; Machele Bollman – NRCS staff.

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Graf, seconded by Kruse, approving the minutes from the May 11, 2017 board meeting.

Voting affirmative: Graf, Kruse, Welke Opposed: None Motion carried.

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

Voting affirmative: Graf, Kruse, Welke Opposed: None Motion carried.

Agency Reports:

Gary Larson, NRCS Report – Bollman reported there are currently 12 applications for FY18 EQIP funding and the NRCS staff has been conducting CRP Status Reviews. Bollman also shared that there is an upcoming soil health training scheduled for June 19, 2017.

Dave Walter, SWCD District Manager

- Walter shared with the SWCD Board that project construction is going well. Grassed waterways have been installed and grade stabilization structures are currently being constructed.
- Walter reported to the SWCD Board that he was out on a feedlot violation visit within the Crooked Creek watershed. The landowner has six months to bring the site into compliance. Walter also reported that he would be visiting with the attorney on Friday, June 9th regarding a separate ongoing feedlot violation.
- Walter informed the SWCD Board that he has been working with Gary Larson, NRCS to put together an operational agreement between the two agencies. He stated that he will be bringing the agreement to the board next month for approval.

- Walter shared with the SWCD Board that he will be bringing the 2018 proposed budget to the next board meeting for approval.

Program Reports

- **WCA** – Walter stated that he continued to work with a landowner in the Crooked Creek watershed regarding work that was conducted after a flood event without obtaining the appropriate permits.
- **Buffer Implementation** – Meiners shared at the close of the recent legislative session the following items were approved: Alternative Practices as was discussed at the April board meeting; seed mixtures must be approved by MDA to prevent the spread of any type of invasives; and a hardship waiver that can be filed with the SWCD and would give the landowner until July 2018 to meet the buffer law requirements.

Also, funding for enforcement of the buffer law has come out. Houston County will be entitled to \$51,573 the first year and \$64,467 the second year with no expiration date as to when funds must be spent. Counties will need to submit their signed resolution committing to carrying out enforcement no later than June 28, 2017. Walter shared that he would be meeting with the county commissioners on this matter June 27th. Walter also shared that he and Rick Frank, Zoning, would be meeting with the county attorney on this matter June 19th.

- **Bridge Creek** – Walter shared in addition to construction a media field day was held on Tuesday, June 6th. A filming crew from the Twin Cities conducted an interview with Ron Meiners and himself. They filmed footage of project construction and will return at a later date to do additional filming of the completed project.

Watershed Updates

Crooked Creek – Scanlan shared that they will be holding their annual watershed inspection tour on Friday, June 16, 2017. Aaron Peter, NRCS Area Engineer, has been invited to participate. Scanlan indicated that he continues to seek funding opportunities to secure funds for the Hammell/Klinski project. At this time the opportunity of having the project funded through HSEM/FEMA is slim. He went on to say that he will try to seek funding through Clean Water Legacy opportunities.

Bee & Duck Creek – No report.

Bear Creek – Walter indicated that he participated in a portion of the annual inspection tour held June 1st. Supervisor Stenhoff was also in attendance. Walter stated on one of the sites in Houston County there continues to be erosion occurring on the spillway. To address and correct this issue the landowner would need to financially contribute in addition to the local funding. At this time the landowner has not committed to the project. On a different site, a sinkhole continues to grow. The size of the sinkhole has increased dramatically since last year's inspection tour. Financial discussions on how to address this site will be explored.

Winnebago – Walter reported that Mahr Excavating has been in contact to discuss start dates for the FEMA project sites.

Program/Staff Reports

Bob Scanlan, Assistant Manager

- **Feedlot** – Scanlan reported that the required number of inspections have been performed for the year. He went on to say that non-registered feedlots may be an area where work could be done to continue using the funds available to the district for this program as well as continuing to conduct feedlot inspections.
- **MN Corn Growers** – Scanlan shared that Toby Dogweiler and one of his graduate assistant is here this week and is performing previous site evaluations as well as monitoring. A drone flyover will also assist in the evaluations. Staff has assisted with site prioritization for this year's project. Preliminary prioritization is indicating that work will resume at the Breitenbach reach and work will also be done on the Skauge reach. Three upstream landowners are also interested in participating in the program.

Staff Report

Janice Messner, Admin. Asst.

- Messner shared that our 2016 Year End audit will be conducted next week through our hired CPA.

Old Business

Scanlan reported that he and Board Supervisor Kruse have been working together on possible candidates for the 2017 Conservationist of the Year. One candidate has declined and they continue to review other possible candidates. They will bring a recommendation to the board for approval in July.

Motion by Welke, seconded by Graf, approving half the cost of the meeting facility for the Bear Creek Watershed Inspection Tour. Voting affirmative: Graf, Kruse, Welke Opposed: None Motion carried.

New Business – None reported.

LOCAL CAPACITY STATE COST SHARE PROGRAM

Current funds available: FY17 Local Capacity \$15,606.25
 FY17 Local Capacity Cover Crop \$25,000
Scanlan stated that he has conducted various cover crop field visits with interested landowners.

STATE COST SHARE PROGRAM

Current funds available: FY17 Sate Cost Share \$13,495.80

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek Cost Share Amendment Requests due to wet weather conditions:

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

Motion by Graf, seconded by Kruse, approving the above Bridge Creek Cost Share Amendment Requests for Jace Washburn, amending the project completion dates to July 15, 2017. Voting affirmative: Graf, Kruse, Welke Opposed: None Motion carried.

MASWCD

Walter shared that MASWCD will be hosting a SWCD Governance 101 training course for board supervisors and SWCD staff. It will be held September 14 – 15, 2017 in Bloomington, MN. Registration fee is \$150 and registration deadline is August 28, 2017.

SWCD staff, Dan Wermager joined the meeting at 9:41 a.m.

Water Plan

One Watershed, One Plan – Wermager shared the Planning Work Group met May 22nd and are working on a summary of the One Watershed, One Plan to be made available for the public. Wermager went on to share that Kevin Kehner is working on a Fishers & Farmers Grant opportunity. He is proposing a postcard mailing to promote conservation practices.

Houston County Water Plan – Wermager shared that he continues to work on the county’s Comprehensive Water Plan Revision. The revision is to focus activity to the Upper Mississippi La Crescent watershed that is not included in the One Watershed, One Plan.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – No report.

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

RC & D: *Stenhoff* – No report.

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

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

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

Motion by Graf, seconded by Welke, approving the Accounts Payable for June 2017.

Voting affirmative: Graf, Kruse, Stenhoff, Welke Opposed: None Motion carried.

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

Voting affirmative: Graf, Kruse, Welke Opposed: None Motion carried.

Meeting adjourned at 9:51 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, July 13, 2017, 9:00 a.m. Ag Service Center

Approved: 7/13/2017
Date

Matt Feldmeier - Clerk
Secretary



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 13, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on July 13, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Feldmeier called the meeting to order at 9:01 a.m.

Members Present:

Matt Feldmeier

Cecil Graf

Roger Stenhoff

Jerry Welke

Members Not Present:

Glenn Kruse

Others:

Dan Wermager, Janice Messner, Bob Scanlan and Dave Walter – SWCD staff; Gary Larson – NRCS staff; Geraldine & Curtis Johnson.

Those present took part in the Pledge of Allegiance.

Introductions: Larson introduced landowners, Geraldine & Curtis Johnson.

Minutes: **Motion** by Stenhoff, seconded by Graf, approving the minutes from the June 8, 2017 board meeting.

Voting affirmative: Graf, Stenhoff, Welke

Opposed: None

Motion carried.

Employee Time Records: **Motion** by Graf, seconded by Welke, to approve the Employee Time Records.

Voting affirmative: Graf, Stenhoff, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf requested that the May and June 2017 Treasurer's Reports be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Larson shared with the SWCD Board information regarding streambank project needs for three landowners. Projected costs were shared for each project along with a potential EQIP payment amounts. Landowners, Geraldine & Curtis Johnson, shared their concerns and challenges for a potential project. The Johnsons expressed their interest in SWCD financial support of their project. Discussion took place regarding the potential project and its costs. The possibility of additional financial assistance by partnering conservation agencies was discussed. Chair Feldmeier tabled the request and asked that NRCS and SWCD try contacting various conservation partners to see if additional financial assistances would be available before a decision is made.
- Larson circulated information about poison hemlock. It is in the area and has a biennial life cycle.
- Larson indicated that NRCS staff has conducted twelve status reviews. Reviews went well with some thistle maintenance needed. CRP sign up is on hold until additional funding becomes available.
- Larson stated he has taken 16 applications for 2018 EQIP funding.
- On the construction scene one project was just constructed and one other is currently being constructed.
- Larson also shared that highly erodible status reviews have been conducted. Eighteen out of the twenty were in compliance.

Dave Walter, SWCD District Manager

- Walter shared with the SWCD Board that notice was received from MCIT that we will need to contribute an additional \$488 to meet our commitment on the 2016 Worker's Compensation Payroll Audit.
- Walter stated that the contractor is starting work on the FEMA projects today (July 13th). He also reiterated that construction is going for one other project as Larson had stated.

Program Reports

- **WCA** – Walter stated that he is working with a landowner in Yucatan Township on permitting for an after-the-fact project. He also shared that he continues to work with the county Highway Department on culvert/bridge projects and is working with one additional landowner.
- **Buffer Implementation** – Walter shared that he attended a county commissioners meeting to discuss the enforcement portion of the buffer law. Houston County will be receiving \$50,000 for enforcement, outreach and education. The SWCD will be taking on a portion of this workload.
- **Bridge Creek** – Walter shared construction was completed on a four grade stabilization structure project. He also stated that he attended a project meeting and funds are available for projects in the Bridge Creek area.

Watershed Updates

Crooked Creek – Scanlan stated that their inspection tour was held June 16, 2017. As a result of their findings a sinkhole will need to be addressed and light maintenance is needed on a few of the structure sites. Scanlan shared that they will be holding their monthly meeting on Friday, July 14, 2017. The agenda consists of a budget review, financial audit and the introduction of new committee member, Paul Fruechte. Fruechte has been appointed to complete Bob Mierau's term.

Bee & Duck Creek – No report.

Bear Creek – Stenhoff suggested that a sinkhole area found on one of the structure sites should be fenced as a safety precaution. There is public access to this particular site.

Winnebago – See district manager report.

Program/Staff Reports

Bob Scanlan, Assistant Manager

- **Feedlot** – Scanlan reported that no inspections were performed during the past month. He reported that the goal of 25 inspections has been met. He shared that he assisted two feedlot operators with spreader calibrations.
- **MN Corn Growers** – Scanlan shared that prioritization for this summer's work was completed. The CCM crew hopes to start work on the David Skauge reach near the end of July or August.

Scanlan also assisted with four building site reviews and actively promoted the Local Capacity funded Cover Crop program. Ten applications are being presented later in today's meeting for approval.

Staff Reports

Dan Wermager, Technician – Walter shared that Wermager has spent the majority of his time on the construction projects and working on the Local Water Plan Amendment.

Jean Meiners, Technician – Walter stated that Meiners has been working with the buffer requests and assisting with construction.

Janice Messner, Admin. Asst.

Messner shared that she worked with the CPA as part of 2016 Year End audit. She stated that BWSR will be in-house July 24, 2017 to conduction a BWSR grant reconciliation on the FY16 Local Capacity grant. In addition to preparing for the BWSR reconciliation she completed the quarterly invoicing and reporting and continued with the bi-weekly grant tracking.

Old Business

Scanlan reported that he and Board Supervisor Kruse have been working together to choose another candidate for the 2017 Conservationist of the Year. One candidate had declined. Their recommendation to the board is the Gordon, Lee, Jordan and Justin Meyer families. **Motion** by Graf, seconded by Stenhoff, approving Gordon, Lee, Jordan and Justin Meyer families as Root River SWCD’s 2017 Conservationist of the Year.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Graf approving contacting the pilot used last year for the aerial flyover photos. If an alternate pilot is needed contact Glenn Kinneberg.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

New Business

Motion by Stenhoff, seconded by Graf, approving the Cooperative Working Agreement between NRCS and Root River SWCD.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Graf, approving the Operational Agreement between NRCS and Root River SWCD.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

SWCD staff, Wermager joined the meeting at 10:05 a.m.

Motion by Stenhoff, seconded by Graf, approving the proposed 2018 Budget.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Motion by Welke, seconding by Graf, approving the tax, registration, licensing and lettering costs for the 2018 GMC Sierra.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Motion by Stenhoff, listing the 2008 Chevy Silverado for sale at \$9,500 with bottom dollar of \$8,500. Motion died for a lack of a second. **Motion** by Welke, seconded by Stenhoff, listing the 2008 Chevy Silverado for sale at \$9,000 with bottom dollar of \$7,000.

Voting affirmative: Stenhoff, Welke Opposed: Graf Motion carried.

Motion by Stenhoff, seconded by Graf, approving the cost of staff to attend the 2017 BWSR Academy.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Graf, approving staff to request increases in job classification authority.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Graf, approving the FY18 Buffer Cost Share Grant in the amount of \$25,000. Payment will be a flat rate of \$300/acre for native or non-native plantings or 75% cost share for alternative practices that meet NRCS standards and specs. No technical and administrative costs are to be allotted.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

Current funds available: FY17 Local Capacity \$15,606.25
 FY17 Local Capacity Cover Crop \$25,000

FY16 Local Capacity State Cost Share Payment Request:

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

Motion by Graf, seconded by Welke, approving payment for the above listed grassed waterway project for Dana Meiners in the amount of \$2,475.

Voting affirmative: Graf, Stenhoff, Welke Opposed: None Motion carried.

Staff shared that the public Buffer meeting held June 28th at the Criminal Justice Center went well. Tom Giles, BWSR spoke along with staff.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – No report.

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

RC & D: *Stenhoff* – No report.

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

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

Voucher #	Item	Amount
3723	Roger Stenhoff - Mileage - 2nd Qtr. 2017	\$ 68.48
3726	Ronald F. Carlsen – Rent – July 2017	\$ 858.79
3727	Kwik Trip – Fuel – SWCD Trucks = \$276.39; SRF Trucks = \$55.21	\$ 331.60
3728	Dana Meiners – Local Capacity Cost Share Payment	\$ 2,475.00
3729	Winona County SWCD – AIS - Trout Easement Signs	\$ 525.00
3730	Houston County Treasurer – Tax, Registration Licensing 2017 GMC Sierra – Local Capacity = \$1,412.98; Tax, Registration Licensing 2017 GMC Sierra – Capital Expenditure = \$303.67	\$ 1,716.65
3731	SE SWCD Technical Support JPB – JPB Technical Support Winnebago Watershed/FEMA	\$ 440.00
3732	Jace Washburn – Local Capacity Projects	\$26,172.90
3733	VISA – Clinometer = \$154.38; Public Mtg. Expenses – Buffer = \$15.11	\$ 169.49
3734	Wildlife Forever – AIS – Fair Booth Supplies	\$ 419.14
3735	James Gray – Hayable Buffer Program Yearly Payment	\$ 3,500.00
3736	Gerald Hallum – Hayable Buffer Program Yearly Payment	\$ 5,350.00
3737	Grace Nelson – Hayable Buffer Program Yearly Payment	\$ 150.00
	Total	\$40,478.23

Motion by Graf, seconded by Welke, approving the Accounts Payable for July 2017.

Voting affirmative: Graf, Stenhoff, Welke

Opposed: None

Motion carried.

Motion by Stenhoff, seconded by Welke, to adjourn the meeting.

Voting affirmative: Graf, Stenhoff, Welke


Opposed: None

Motion carried.

Meeting adjourned at 10:28 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, August 10, 2017, 9:00 a.m. Ag Service Center

Approved: 8-10-17
Date


Secretary



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

805 N. Hwy. 44/76

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Caledonia, MN 55921

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MINUTES OF THE ROOT RIVER SWCD

August 10, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on August 10, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:

Matt Feldmeier

Cecil Graf

Glenn Kruse

Roger Stenhoff

Members Not Present:

Jerry Welke

Others:

Janice Messner, Jean Meiners and Dave Walter – SWCD staff; Gary Larson – NRCS staff; Jeff Weiss, DNR.

Those present took part in the Pledge of Allegiance.

Introductions: Jeff Weiss, Clean Water Hydrologist for DNR Division of Ecological & Water Resources introduced himself. He is working with DNR staff and is meeting and prioritizing for watersheds (WRAPS); he is also providing grant application writing assistance and will be helping with public waters permitting.

Minutes: **Motion** by Stenhoff, seconded by Graf, approving the minutes from the July 13, 2017 board meeting.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

Employee Time Records: **Motion** by Kruse, seconded by Graf, to approve the Employee Time Records.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf requested that the July 2017 Treasurer's Reports be placed on file for audit.

Agency Report:

Dave Walter, SWCD District Manager

- Walter informed the SWCD Board that the commissioner's tour was held without a tour due to rain. A PowerPoint presentation was done on the Winnebago watershed flood control structure sites. A tour will be rescheduled. Commissioners that attended were Walters, Zmyewski and Arnold.
- Walter shared with the SWCD Board the 2017 MCIT Dividend Notice had arrived and totaled \$1,886.00.

Program Reports

- **WCA** – Walter stated that he is working with a landowner in La Crescent Township on permitting for a bank stabilization that involves public waters. He also shared that he is working with a landowner in Spring Grove Township and one additional landowner.

- **Buffer Implementation** – Meiners shared that letters were sent to landowners that would be out of compliance with the new buffer law. Thus far it has generated nine waiver requests. She went on to say that the county is working on the necessary ordinance to accompany the buffer law.
- **Bridge Creek** – Walter shared that 750 cu. yards of concrete will be poured for a manure storage facility. Also, EQIP funding for a grade stabilization structure is being requested along with cost share assistance.
- **MAWQCP** – Walter reported that Messner recently did a mailing. It has not generated any inquiries.

Watershed Updates

Crooked Creek – Walter shared that Scanlan has submitted an application for funding on a project site within the Crooked Creek watershed.

Bee & Duck Creek – No report.

Bear Creek – Walter stated that they are waiting to hear from the IA engineer regarding the sinkhole found on one of the structure sites.

Winnebago – Walter shared that construction has been completed on the FEMA funded repair projects. Seeding and mulching will be completed no later than August 11th.

Program/Staff Reports

Bob Scanlan, Assistant Manager

- **Feedlot** – Walter reported that one inspection was performed during the past month.
- **MN Corn Growers** – Walter shared that the CCM crew started revetment work on Wednesday, August 9th.

Staff Reports

Dan Wermager, Technician – Walter shared that FSA and NRCS will be assisting with the fair booth.

Jean Meiners, Technician – Meiners had nothing additional to add to Walter’s report on the Buffer Implementation program.

Janice Messner, Admin. Asst.

Messner shared that BWSR conducted an in-house grant reconciliation July 24, 2017 on the FY16 Local Capacity grant. Everything went well with the reconciliation. Walter shared BWSR’s new procedure for grant reconciliation.

Old Business

Walter shared that he and Larson met with the local chapter of Quail Forever regarding the Pheasants Forever Farm Bill technician position. This is being offered on a \$65,000 grant with a \$10,000 match. The match is being funded through Quail Forever (\$5,000 per year for two years). Interviews will be held August 23, 2017.

New Business

Motion by Stenhoff, seconded by Graf, approving the FY16 Local Capacity Reconciliation Financial Report.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

Motion by Graf, seconded by Kruse, approving the Sub-Agreement between SE SWCD Technical Support JPB and Root River SWCD for BWSR funding with the RCPP: Lower Mississippi River Feedlot Management.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

Motion by Stenhoff, seconded by Kruse, approving the FY17 Easement Delivery Financial Report.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

BRIDGE CREEK COST SHARE PROGRAM

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

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

Motion by Graf, seconded by Stenhoff, approving the above listed FY16 Bridge Creek Cost Share Application request for Elizabeth Howe.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

Current funds available: FY17 Local Capacity \$15,606.25

STATE COST SHARE PROGRAM

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

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

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

Motion by Stenhoff, seconded by Graf, approving the above listed FY17 State Cost Share Application request for Merle Becker.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

BUFFER COST SHARE PROGRAM

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

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

Motion by Kruse, seconded by Graf, approving the above listed FY18 Buffer Cost Share Application request for Steven Thom.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

MASWCD

Walter shared that MASWCD will be hosting a SWCD Governance 101 training course for board supervisors and SWCD staff. It will be held September 14 – 15, 2017 in Bloomington, MN. Registration fee is \$150 and registration deadline is August 28, 2017. No interest was expressed at this time.

Water Plan

One Watershed, One Plan – Jeff Weiss shared the Advisory Committee had recently met. The main point of interest was discussing where each county would like to target within their county for funding opportunities through 1W1P. Weiss went on to say that nitrates have been an area of concern for the City of Chatfield and Spring Grove. He shared that the City of Chatfield has done ongoing studies of the nitrate problem in their area and have addressed their concerns at various water resource meetings.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – No report.

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

RC & D: *Stenhoff* – No report.

JOINT POWERS FINANCE COMMITTEE: *Welke* – Walter reported that he and Welke attended the annual meeting. Budgets were discussed and approved. Also additional SE SWCD Technical Support JPB dues are being requested to reach the grant match contribution for technical support and SE Water Resources shared position.

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

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

Motion by Graf, seconded by Welke, approving the Accounts Payable for August 2017 and the Hayable Buffer investment fund transfer.

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

SWCD staff, Scanlan joined the meeting at 9:53 a.m.

Walter presented a PowerPoint of the Winnebago watershed structure sites and discussed their construction and repairs from rain events.

NRCS staff, Larson joined the meeting at 10:35 a.m.

Agency Reports:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board that there are currently 20 CRP applications on hold pending additional funding.
- Larson shared as of August 10th Houston County NRCS is third out of 30 counties for the number of projects installed.
- Larson stated he has taken 30 applications for FY2018 EQIP funding. Sign-up for FY18 funding should be completed August 18, 2017.

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

Voting affirmative: Graf, Stenhoff, Kruse

Opposed: None

Motion carried.

Meeting adjourned at 10:37 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, September 14, 2017, 9:00 a.m. Ag Service Center

Approved: 9-14-17
Date

Secretary





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 14, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on September 14, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Feldmeier called the meeting to order at 9:01 a.m.

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Janice Messner, Jean Meiners, Dan Wermager, Bob Scanlan and Dave Walter – SWCD staff.

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Graf, seconded by Kruse, approving the minutes from the August 10, 2017 board meeting.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf requested that the August 2017 Treasurer's Report be placed on file for audit.

Agency Report:

Dave Walter, SWCD District Manager

Program Reports

- **WCA** – Walter stated that he is working with a landowner on a driveway access that would cross a stream in two places. He is also working with a landowner that wants to install a culvert. A landowner has indicated they would like to install an access road from their property onto County 7. This would require going through a wetland. Walter stated that he continues to work with a landowner on an after the fact project permit. He also checked on a clearing complaint in a wetland area. There was no violation. Walter is also working with an entity regarding a solar farm.
- **Buffer Implementation** – Walter shared information about a buffer concern from a landowner in Wilmington Township.
- **Bridge Creek** – Walter shared that the manure storage facility project is nearing completion. He also shared that he and Gary Larson took part in an interviewing process conducted by the State on the Field to Stream projects.
- **MAWQCP** – No report.

Walter shared that he met with the county commissioners on September 12th to review our proposed 2018 budget. An increase was discussed to meet a 1:1 funding opportunity available on the BWSR Local Capacity funding. No voting was conducted on this matter.

Watershed Updates

Crooked Creek – Scanlan reported they met on Friday, September 8th. Their CPA will be conducting a financial audit. He also shared that he has submitted a grant application for funding on a project site within the Crooked Creek watershed.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – Scanlan shared that construction bills on the FEMA/HSEM projects came in higher than what was estimated due to on-site conditions. Additional funds are being sought through FEMA/HSEM to cover the overage. If funding is denied the remaining balances due will be taken from the Winnebago Watershed Operation and Maintenance funds.

Kruse brought forward a concern that was voiced to him regarding seeding of the burrow area for one of the FEMA projects. Staff will be addressing the concern.

Program/Staff Reports

Bob Scanlan, Assistant Manager

- **Feedlot** – Scanlan reported that three inspections were performed and one complaint response made during the past month. He stated that he continues his work with a landowner on a cattle feeding building project.

Walter shared that the county is exploring the possibilities of adding an additional position in Zoning. This position would incorporate the duties of the MPCA Feedlot grant program in its entirety along with the county's new workload of enforcement relating to the state Buffer Law. Over the years, the SWCD has assisted Zoning with the feedlot grant program duties. This workload change would reduce the SWCD budget \$25,000 yearly. Discussion followed. It was the consensus of the SWCD Board, based on the vast amount of experience with the feedlot program responsibilities, to support the transfer of all duties of the feedlot officer to the SWCD staff. It was also the board's consensus to absorb the county's workload associated with the buffer program.

- **MN Corn Growers** – Scanlan stated that a smaller CCM crew has started the revetment work. They were called to Texas to assist with hurricane clean-up but have returned and currently are working on the Mehus reach. Scanlan also shared that the Caledonia Argus will be doing a story on this project this fall.

Staff Reports

Dan Wermager, Technician – Wermager shared that FSA and NRCS assisted with the fair booth. A small amount of project work was generated.

Jean Meiners, Technician – Meiners stated to date 21 waivers have been requested. Of those, six are looking at cost share projects. She also shared the Buffer Decision Support Tool has been introduced. This tool will assist with alternative practices. Meiners informed the board that a public comment session will be held September 28, 2017 at 7:45 p.m. in the Criminal Justice Center, Caledonia, MN for the draft ordinance change necessary for riparian buffers to meet the state Buffer Law requirements.

Janice Messner, Admin. Asst.

Messner shared that she has coordinated the 6th Grade Environmental Day that will be held Tuesday, September 26th at Beaver Creek Valley State Park. She is also working with Scanlan on the coordination of the Conservationist of the Year Banquet. Her workload has also consisted of assisting Scanlan with the FEMA/HSEM reporting and request for additional funds and creating work plans for the FY18 & 19 SWCD Programs & Operations Grant.

New Business

Motion by Welke, seconded by Graf, approving the \$15 registration fee for all staff and supervisors that would like to attend the Area 7 Fall Mtg. on September 20th in Austin, MN.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Motion by Graf, seconded by Kruse, approving the Easement Delivery Work Order Contract.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Motion by Graf, seconded by Stenhoff, approving the FY18 & 19 BWSR SWCD Programs & Operations Grant Agreement and work plans.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Motion by Welke, seconded by Kruse, approving expenses for the 6th Grade Environmental Day on September 26, 2017.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Motion by Graf, seconded by Welke, approving the use SWCD funds up to \$300 for the Conservationists of Year Banquet. Ear tagged for the immediate family expense.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

The Conservationist of the Year banquet will be held at Good Times, Caledonia, MN on a Thursday evening in October. Date is yet to be determined.

Motion by Welke, seconded by Graf, approving the use of AIS and general funds up to \$500 for purchase of men's & women's apparel and hats.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

FEMA/HSEM COST SHARE GRANTS**Payment Request Category D Grant (100%):**

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

Payment Request Category A Grant (100%):

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

Motion by Graf, seconded by Stenhoff, approving the above listed FEMA/HSEM Cost Share Payment requests for Bob Koch, Mike Staggemeyer – Site 1 and Pat Burke.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

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

Motion by Kruse, seconded by Graf, approving the above listed FEMA/HSEM Cost Share Partial Payment request for Mike Staggemeyer – Site 2.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Amendment Request:

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

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

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

Motion by Stenhoff, seconded by Kruse, approving the above listed FEMA/HSEM Cost Share Amendment Request and Cost Share Partial Payment request for MN DNR.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

FY16 Local Capacity Cost Share – Available Funds \$0.00

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

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

STATE COST SHARE PROGRAM

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

BUFFER COST SHARE PROGRAM

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

MASWCD

Walter shared the 2017 MASWCD Resolutions and ballot was emailed to each supervisor. Voting procedure was briefly discussed. Supervisors are to return their completed ballot at the October 10th board meeting. Walter stated if there are any questions on the resolutions to contact him.

Water Plan

One Watershed, One Plan – Wermager report at the last 1WIP meeting funding was discussed. If the state disburses funds to all the pilot watershed programs, 19 to date, our district would possibly receive \$400,000 the first year and \$250,000 the following year. Funding would be reduced the second year as there may be more approved pilot watershed programs.

Houston County Water Plan - Wermager also reported that he will be meeting with the Houston County commissioners October 17th to review the draft of the Comprehensive Water Plan Revision. The draft plan is currently in the 60 day comment period for agencies and townships.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – Walter reported interviews were conducted for the Farm Bill Technician position and the Pheasants Forever representative is making contact with an individual to offer the position.

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

RC & D: *Stenhoff* – No report.

JOINT POWERS FINANCE COMMITTEE: *Welke* – Walter reported at the July 31st meeting funding for the Soil Health Technician’s position was discussed. Partial funding through JPB Local Capacity grant has been designated along with some SWCDs willingness to continue local funding support. This commitment will not be enough to provide long-



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 5, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on October 5, 2017 at the Ag Service Center in Caledonia, Minnesota for a special meeting.

Chair Feldmeier called the meeting to order at 9:09 a.m.

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Janice Messner and Dave Walter – SWCD staff.

Those present took part in the Pledge of Allegiance.

BRIDGE CREEK COST SHARE PROGRAM

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

Name	Contract	Total Cost Estimate	Federal Funding	Cost Share Amount Requested	Project	Completion Date
Dahl, Josh	# 19BC	\$170,000.00	\$79,193.00	\$20,807.00	Roof Structure	7/31/18

Motion by Kruse, seconded by Graf approving contract # 19BC for Josh Dahl – Roof Structure funding the project up to 90% of cost estimate not to exceed \$20,807.00 with a project funding cap of \$100,000.

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Kruse, Stenhoff, Welke

Opposed: None

Motion carried.

Meeting adjourned at 9:17 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, October 12, 2017, 9:00 a.m. Ag Service Center


Secretary

10-12-17
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

October 12, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on October 12, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Janice Messner, Jean Meiners, Dan Wermager, Bob Scanlan and Dave Walter – SWCD staff; Machele Bollman – NRCS staff; Adam Beilke – BWSR.

Those present took part in the Pledge of Allegiance.

Introductions were conducted.

Minutes: Motion by Stenhoff, seconded by Welke, approving the minutes from the September 14, 2017 board meeting and the October 5, 2017 special board meeting.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Employee Time Records: Motion by Graf, seconded by Welke, to approve the Employee Time Records.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf requested that the September 2017 Treasurer's Report be placed on file for audit.

Agency Reports:

Machele Bollman, NRCS

- Twenty-nine 2018 EQIP applications will be approved.
- Eighteen new CRP applications have been approved. There were an additional ten applications for pollinator habitat that were not approved and cannot be placed on a waiting list. No CRP applications can be taken at this time.

Dave Walter, SWCD District Manager

- Reported the Area 7 SE MACDE Fall Meeting held September 20th was a good meeting. Supervisor Welke also attended.
- The 6th Grade Environmental Day was held on Wednesday, September 27th. Two hundred fifty-two students were in attendance. Gentry from Winona SWCD indicated that it is the best run environmental field day she has participated in. It was noted that our rain date should be revisited as Wednesdays are early dismissal for some schools that were in attendance.

- Walter noted that the Cooperative Working Agreement and Operational Agreement between NRCS and Root River SWCD were approved.

Program Reports

- **WCA** – Walter stated that a canoe ramp is in the planning stages in La Crescent Township. Credits will need to be purchased for this project. Also, the new owners of Camp Winnebago would like to have the pond cleaned out and the island area removed. This is considered a wetland.
- **Buffer Implementation** – Walter shared they have found in some locations the fields are sloped away from the creeks. Also, grassed waterways will be installed as the buffer at a few locations.
- **Bridge Creek** – Walter shared that a manure storage facility project has been completed, a roof project that was approved last week is in construction and funding for a milkhouse waste facility is being requested. Also four grade stabilization structures were staked and cover crops are going in. All these projects are being done for the same landowner.
- **MAWQCP** – No report.

Walter shared that he met with the county commissioners on September 12th to review our proposed 2018 budget. An increase was discussed to meet a 1:1 funding opportunity available on the BWSR Local Capacity funding. No voting was conducted on this matter.

Watershed Updates

Crooked Creek – Scanlan reported their next meeting will be in November and shared their CPA is preparing their financial audit. Scanlan stated he is waiting to hear from BWSR on the CWF grant application for a project site within the Crooked Creek watershed. At their September meeting Paul Fruechte was appointed as their new representative for the One Watershed, One Plan committee. Scanlan indicated that trees were cut on several structure sites and a culvert was sealed on the R-1 structure. These were maintenance needs identified during the June 2017 inspection.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – Scanlan shared that construction bills on the FEMA/HSEM projects came in higher than what was estimated due to on-site conditions. Additional funds are being sought through FEMA/HSEM to cover the overage. Past permits were submitted to HSEM as requested.

Kruse inquired about the concern he brought forward at the September meeting regarding seeding of the burrow area for one of the FEMA projects. Staff indicated that the concern was addressed and work was completed.

Program/Staff Reports

Bob Scanlan, Assistant Manager

- **Feedlot** – Scanlan reported that three inspections were performed during the past month.
- **MN Corn Growers** – Scanlan stated that a smaller CCM crew is back on-site and working on the Mehus/Skauge reach. A portion of the crew continues to assist with the Texas and Florida hurricane clean-up efforts. Scanlan also shared that a field day is schedule for today and invited the board supervisors to attend.

Scanlan also shared that he has submitted a CWM grant application to develop a “Weed Management Area” and secure cost share funds for control of invasive weeds in pastures.

Scanlan indicated that he also worked with various conservation projects (erosion control plans, cover crop, etc.) this past month.

Staff Reports

Dan Wermager, Technician – Wermager shared that he completed the seeding work that was needed on the FEMA project site and assisted with staking structure sites on a different project site.

Jean Meiners, Technician – Meiners stated to date an accumulative total of 57 waivers have been requested. Of those, fifteen are looking at cost share projects.

Janice Messner, Admin. Asst.

Messner shared that she assisted with the 6th Grade Environmental Day and also worked with Scanlan on the coordination of the Conservationist of the Year Banquet. She stated the CPA has completed the 2016 Year End Financial Statement audit and has submitted it to the State for approval.

Old Business

Walter stated in 2018 a portion of Houston County townships will be involved in a nitrate-nitrogen private well water sampling. This is a result of a revision of Minnesota’s Nitrogen Fertilizer Management Plan. The SWCD will be working with the township boards to inform landowners of the project and MDA will be sending test kits to all landowners in the specified townships. Additional information will be forthcoming on this project.

Walter informed the board that NRCS will no longer be signing off as the technical representative for SWCD BMP projects. He stated that he is working with Beilke on this situation that involves job classification authority.

New Business

Motion by Graf, seconded by Stenhoff, approving the FY18 Non-Structural Land Management Practices (NLMP) Implementation Plan Request.

Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Walter presented to the board the concept of cost share contract signing authorization for the district manager. He indicated that this is being done at other SWCDs in the area and went on to share the benefits.

Motion by Kruse, seconded by Graf, approving the Notary Commission Renewal state filing fee of \$120, county filing fee of \$20 and new stamp for Messner.

Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

BRIDGE CREEK COST SHARE PROGRAM

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Washburn, Jace	20BC	\$3,250.00	\$2,925.00	Critical Area Planting (342)	12/31/17

Motion by Kruse, seconded by Welke, approving the above listed FY16 Bridge Creek Cost Share Application request for Jace Washburn.

Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Dahl, Josh	21BC	\$11,098.16	\$9,988.34	Waste Storage Facility (313) Pumping Plant (533) Pipeline (516)	7/31/18

Motion by Graf, seconded by Welke approving expenses associated with the annual convention for staff and board supervisors that would like to attend.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Water Plan

One Watershed, One Plan – No report.

Houston County Water Plan - Wermager reported that he will be meeting with the Houston County commissioners October 17th to review the draft of the Comprehensive Water Plan Revision and hear public comment. The draft plan is currently in the 60 day comment period for agencies and townships. One comment has been received.

It was noted that a WRAPS study will be conducted in the La Crescent, Crooked Creek and Winnebago areas.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – No report.

PERSONNEL COMMITTEE: *Stenhoff & Welke* – Walter stated he will be working on staff reviews for the upcoming meeting

RC & D: *Stenhoff* – No report.

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

Beilke shared that BWSR has hired a wetland specialist. She is coming from Ashland, WI and she grew up in northeast Iowa. He also shared that BWSR will be hiring a technical training engineer for the northern portion of the state and a second technical training engineer for the southern portion of the state.

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

Voucher #	Item	Amount
3764	Ronald F. Carlsen – Rent – October	\$ 1,213.19
3765	Kwik Trip – Fuel – SWCD Trucks = \$337.56; SRF Trucks = \$164.66	\$ 502.22
3766	VISA – Postage = \$49.00; 6 th Grade Environmental Day = \$30.17; Water Plan 6 th Grade Environmental Day = \$30.16; Conservationist of Year Banquet = \$237.00; MN Corn Growers Outreach Day Expenses = \$54.87	\$ 401.20
3767	Quill – Office Supplies (Toner)	\$ 340.91
3768	Farmer’s Cooperative Elevator Company – Seed – MN Corn Growers project	\$ 29.40
3769	Houston County Highway Department – Sign & Fabrication – 2017 GMC Sierra	\$ 83.21
3770	Petty Cash – Janice Messner, Root River SWCD – 6 th Grade Environmental Day Expense = \$7.20; Water Plan 6 th Grade Environmental Day Expense = \$7.20; RIM Postage (Certified Mail) = \$4.05; Office Supply – Batteries = \$6.04; AIS Fair Expense = \$10.00	\$ 34.49
3771	Office of the Secretary of State – Notary Commission Renewal	\$ 120.00
3772	Houston County Recorder – Recording Fee – Notary Commission Renewal	\$ 20.00
3773	MN State Nursery Account – Tree Order	\$ 968.09
3774	Schumacher’s Nursery & Berry Farm Inc. – Tree Order – 50% of order	\$ 1,226.50
3775	Dahl, Josh – Bridge Creek Contract #16BC – Waste Storage Facility	\$45,167.75
3776	Toby Dogwiler – MN Corn Growers – Consultant & Mileage	\$ 5,800.00
	Total	\$55,906.96

Motion by Graf, seconded by Kruse, approving the Accounts Payable for October 2017.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Motion by Kruse, seconded by Stenhoff, to adjourn the meeting.

Voting affirmative: Graf, Stenhoff, Kruse, Welke


Opposed: None

Motion carried.

Meeting adjourned at 10:08 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, November 9, 2017, 1:00 p.m. Ag Service Center

Approved: 11-9-17
Date


Secretary



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

MINUTES OF THE ROOT RIVER SWCD

November 9, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on November 9, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:

Glenn Kruse

Roger Stenhoff

Jerry Welke

Members Not Present:

Matt Feldmeier

Cecil Graf

Others:

Janice Messner, Jean Meiners, and Bob Scanlan – SWCD staff; Gary Larson – NRCS staff; Eric Ressel, Farm Bill Biologist.

Those present took part in the Pledge of Allegiance.

Eric Ressel, Farm Bill Biologist was introduced. Ressel gave a brief synopsis of his background.

Minutes: Motion by Kruse, seconded by Stenhoff, approving the minutes from the October 12, 2017 board meeting.

Voting affirmative: Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Motion by Kruse, seconded by Stenhoff, approving the November 2017 Treasurer's Report be placed on file for audit.

Voting affirmative: Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Agency Reports:

Gary Larson, NRCS

- Larson reported Houston County is one of the top 15 counties in the state with projects in the Bridge Creek area totaling \$321,000. An additional \$135,000 in projects is slated for 2018 in the Bridge Creek area.
- Larson shared that 116 Volunteer Earth Team hours had been donated during 2017 at the field office.
- Larson indicated that training time was dedicated to technical staff during fall construction.

Dave Walter, SWCD District Manager (Scanlan reported on Walter's behalf)

- Two full flow structures and two water and sediment control basins have been completed for Dahl in the Bridge Creek area. An additional pond will be completed next year. Dahl will be requesting a contract extension for that project.
- During the past month strips were laid for Lamperts and Dustin Meyer.
- Ten cover crop projects have been completed and all met their November 1st seeding deadline and design requirements.

Program Reports

- **WCA** – Scanlan stated that Walter continued his work with canoe ramp project being planned in La Crescent Township. Walter is also working with the new owners of Camp Winnebago. They would like to remove the island area in the pond on the property. Walter will also be mapping wetlands for the Hammell/Klinski structure in the Crooked Creek watershed.
- **Buffer Implementation** – Scanlan shared the two option waiver period sign-up expired on November 1st. One waiver option allowed an extension until July 1, 2018 to install buffers without technical or financial assistance from the SWCD. The second waiver option sign-up period has been extended. This waiver option requests either technical or financial assistance from the SWCD to install buffers. This waiver allows for a seeding deadline of November 1, 2018.
- **Bridge Creek** – Scanlan shared the two full flow structures and two water and sediment control basins have been completed with the exception of seeding, mulch and installation of beehives on the inlets. Also, an additional pond that was scheduled to be constructed this year will need a contract extension with a new completion date of July 31, 2018.
- **MAWQCP** – An informational meeting will be held December 14, 2017 at Good Times Restaurant. This will coincide with a “Soil Health” meeting which will promote forming an active Soil Health Team. This meeting will be open to the public. Currently, twelve operators have been certified.

Watershed Updates

Crooked Creek – Scanlan reported at their November meeting they will be looking at the renewal of the cooperative agreement between the Crooked Creek Watershed and the Root River SWCD. Past agreements have allotted \$14,000 for this agreement. With the possibility of the Hammell/Klinski structure being installed in 2018 additional funds may be allotted. Scanlan reported in 2016 there was a slight overrun on the agreement and the watershed board honored payment.

Also, on November 22nd Wilfred Pohlman will be honored for serving 58 years on the Watershed Board with a luncheon and small presentation at noon. The SWCD Board is invited to attend this celebration.

The watershed continues to wait for news on the funding application for the Hammell/Klinski project.

Bee & Duck Creek – No report.

Bear Creek – Scanlan shared an area of concern revealed during the annual inspection tour is being addressed via correspondence that he has sent to the landowner. Relocating a winter feeding area for the beef cattle is being suggested to prevent erosion and manure run-off pollution into the pool area of the structure.

Winnebago – Scanlan shared there has not been any news regarding the additional funds being sought through FEMA/HSEM to cover the overage for the project costs for work that was completed on structures damaged during the September 2016 flood event.

Program/Staff Reports

Bob Scanlan, Assistant Manager

- **Feedlot** – Scanlan reported that no inspections were performed during the past month. Time was dedicated to one-on-one contact with producers on-site. Assistance with survey and documenting clay fill material according to 7020 feedlot rules has occurred on a turkey barn that is being constructed.
- **MN Corn Growers** – Scanlan stated that a successful field day was held October 12th. The upcoming workload will consist of preparing year-end reports, contract renewal with CCM for 2018 season and the next biennium contract with the MN Corn Growers.

Staff Reports

Jean Meiners, Technician – Meiners stated to date an accumulative total of 97 buffer waivers have been requested. She also shared the zoning office recently sent out 28 letters to landowners regarding buffer compliance. Meiners reported in

addition to working with the buffer waivers for landowners she has also been in the field flagging buffers. Currently, Houston County is 86% compliant.

Janice Messner, Admin. Asst. - Messner shared the 2018 tree order forms were sent out October 18th. To date nine orders have been received which is a good start. She also reported with the Volunteer Nitrate Monitoring Program a newsletter will be going out shortly along with the annual test kits. Messner stated this is a different program than the MDA County Township Nitrate-Nitrogen Program.

Eric Ressel, Farm Bill Biologist – Ressel reported that he has started his work with the CRP contracts. Currently, he has started meeting with the 18 landowners. Of these contracts there are 250 SAFE acres.

Old Business

A discussion was conducted on cost share contract signing authorization for Walter. This would bypass waiting for board approval on time sensitive items such as amendment requests due to weather conditions, installation of a practice change such as field changes with cover crop among other instances. **Motion** by Kruse, seconded by Stenhoff, approving authorization for Walter to have cost share contract and amendment request signing authorization for one year and one month with the condition of discussing each authorization with the board chair prior to the authorization.

Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

New Business

Motion by Kruse, seconded by Stenhoff, approving Job Approval Authority Ecological Sciences Delegation & Acceptance for Bab Scanlan and Dan Wermager

Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Kruse, seconded by Welke, approving engineering Job Approval Authority for Dave Walter.

Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Kruse, approving the FY17 Buffer Law Financial Report.

Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Kruse, authorizing Dave Walter, Root River SWCD District Manager, signing authority for the Houston County Township Nitrate-Nitrogen Sampling Program.

Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

Discussion regarding the Crooked Creek Watershed District contract was held. It was unanimous to table this action item.

Motion by Kruse seconded by Stenhoff, approving 2018 employee health insurance premiums and HSA/VEBA contribution as follows: Single Coverage Health Insurance with a \$3,375 deductible

- Employer portion \$581.88/mo per employee
- HSA/VEBA employer portion \$1,687.50/yr per employee

Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

BRIDGE CREEK COST SHARE PROGRAM
FY16 Bridge Creek Cost Share Amendment Request

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

Motion by Stenhoff, seconded by Kruse, approving the above listed Bridge Creek Cost Share Amendment Request.

Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

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

FY16 Local Capacity Cost Share – Available Funds \$6,806.25

FY17 Local Capacity Cost Share – Available Funds \$ 25,000.00

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

FY17 Local Capacity Cover Crop Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Hendel, Karl	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Miller, John	Cover Crop (340)	\$1,150.00	\$1,150.00	\$30/acre x 12.77777778 acres x 3 yrs. Payment Amount = \$1,150.00
Mierau, Robert	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Kohlmeyer, LeRoy	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Meyer, Jordan	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Graf, Mary Lou	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Mauss, Ken	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Burrichter, Matt	Cover Crop (340)	\$2,250.00	\$2,250.00	\$30/acre x 25 acres x 3 yrs. Payment Amount = \$2,250.00
Meyer, Lee	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Meyer, Jordan	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00
Schroeder, Jason	Cover Crop (340)	\$2,700.00	\$2,700.00	\$30/acre x 30 acres x 3 yrs. Payment Amount = \$2,700.00

Motion by Kruse, seconded by Stenhoff, approving the above listed FY17 Local Capacity Cover Crop Cost Share payment requests.
 Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

MASWCD

Motion by Stenhoff, seconded by Kruse, approving lodging (room) for one of the Conservationist of the Year recipients and mileage reimbursement at the current IRS rate for the remainder of the Conservationist of Year recipients to attend the annual convention.
 Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

Water Plan

One Watershed, One Plan – No report.

Houston County Water Plan - Scanlan reported a public hearing is scheduled for November 28, 2017 to review the draft Comprehensive Water Plan Revision with the Houston County commissioners and hear public comment.

Committee Reports

FINANCIAL COMMITTEE: Graf & Kruse – No report.

PERSONNEL COMMITTEE: Stenhoff & Welke – No report.

RC & D: Stenhoff – No report.

JOINT POWERS FINANCE COMMITTEE: Welke – No report.

Accounts Payable:

Voucher #	Item	Amount
3778	Ronald F. Carlsen – Rent – November	\$ 1,213.19
3779	Kwik Trip – Fuel – SWCD Trucks = \$295.99; SRF Trucks = \$44.75	\$ 340.74
3780	VISA – Postage (Trees) = \$147.00; Notary Stamp = \$32.70; Lodging Annual Convention = \$101.93	\$ 281.63
3781	Peterson Company, Ltd. – 2016 Year End Financial Audit	\$ 2,650.00
3782	Hendel, Karl – Contract #04FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3783	Miller, John – Contract #10FY17CC-LC – Cover Crop – 12.77777778 acres @ \$30/acre for 3 yr	\$ 1,150.00
3784	Kohlmeyer, Leroy – Contract #06FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3785	Meyer, Jordan – Contract #03FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3786	Graf, Mary Lou – Contract #01FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3787	Burrichter, Matt – Contract #09FY17CC-LC – Cover Crop – 25 acres @ \$30/acre for 3 yrs.	\$ 2,250.00
3788	Mauss, Ken – Contract #05FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3789	Cable Connection & Supply Co., Inc. – AIS expense = \$264.57; Other Garments = \$61.96; AIS expense = \$65.46	\$ 391.99
3790	Schroeder, Jason – Contract #08FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3791	Mierau, Robert – Contract #07FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
3792	Lind Awards – Conservationist of Year duplicate plaque	\$ 37.58
3793	MN Dept. of Ag – Tree License Renewal	\$ 250.00
3794	Janice Messner – Reimbursement – Gift Cert. for fly over Con. of Yr.	\$ 50.00
3795	Meyer, Lee – Contract #02FY17CC-LC – Cover Crop – 30 acres @ \$30/acre for 3 yrs.	\$ 2,700.00
	Total	\$ 30,215.13

Motion by Kruse, seconded by Stenhoff, approving the Accounts Payable for November 2017.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Motion by Kruse, seconded by Stenhoff, to adjourn the meeting.

Voting affirmative: Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Meeting adjourned at 2:24 p.m.

NEXT MEETING – Regular Board Meeting - Thursday, December 14, 2017, 1:00 p.m. Ag Service Center

Approved: 12-14-17
Date

Glenn Kruse
Secretary



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 14, 2017

The Root River Soil and Water Conservation District Board of Supervisors met on December 14, 2017 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:

Matt Feldmeier
Cecil Graf
Glenn Kruse
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:

Janice Messner, Jean Meiners, Bob Scanlan, Dan Wermager and Dave Walter – SWCD staff; Gary Larson – NRCS staff; Eric Ressel, Farm Bill Biologist; Nancy North, consultant for Newground.

Those present took part in the Pledge of Allegiance.

Eric Ressel, Farm Bill Biologist was re-introduced to the supervisors. Nancy North, consultant for Newground was also introduced.

Nancy North addressed the board about the services she offers by working in partnership with various organizations to achieve the same goal without duplicating efforts by individual groups/organizations. Currently, her focus is directed to WRAPS and engaging others in the Mississippi - La Crescent watershed.

Minutes: Motion by Graf, seconded by Welke, approving the minutes from the November 9, 2017 board meeting.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Employee Time Records: Motion by Graf, seconded by Kruse, to approve the Employee Time Records and Supervisor Per Diems.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf recommended the December 2017 Treasurer's Report be placed on file for audit.

Agency Reports:

Gary Larson, NRCS

- Larson shared information on the Civil Rights Policy Statement along with the Anti-Harassment Policy Statement. All board members signed off on these.
- Larson requested that a Local Work Group meeting be set-up. January 11, 2018 at 2:30 p.m. was selected.

Dave Walter, SWCD District Manager

- Shared with the SWCD board in 2018 the county will be taking over the MPCA Feedlot program in its entirety. The SWCD will no longer be involved in the program. The county will be bringing on staff to cover the position and will also assume the buffer enforcement workload. Walter did mention that there may be a possibility of assisting with the 319 Feedlot Fix Cost Share program. This grant is for \$8,000 with 25% for technical assistance. This possibility will be determined at a later date.
- Informed the SWCD board that he met with the county commissioners to request additional allocation funding. With any increase in allocation the BWSR FY18 Local Capacity Grant will offer a one-to-one match of any increase in county allocation. The commissioners approved a \$14,400.00 increase in allocation funds for the SWCD.

Program Reports

- **WCA** –Walter reported that he had received several calls on the recent CP Rail activities. They are in compliance with a no loss permit. Walter also shared a new State Hydraulic Study will need to be performed for landowners requesting to put in driveways over creeks. The DNR study will cost approximately \$2,400.00. Walter informed the board that the Dan Griffin project was completed.

Walter reported that an Area 7 Soil Health Land Stewardship program will be conducting three 1 day workshops in SE Minnesota featuring Ray Archuleta. A funding request to support the three workshops was requested. **Motion** by Graf, seconded by Kruse, to decline funding of the workshops.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

- **Buffer Enforcement** – Meiners reported that 108 waivers have been signed. She and Walter have been flagging buffers and have completed 43 to date.
- **Bridge Creek** – Walter shared a critical area planting project was completed in November and a roof structure project was also completed.
- **MAWQCP** – An informational meeting will be held December 14, 2017 at Good Times Restaurant. This will coincide with a “Soil Health” meeting which will promote forming an active Soil Health Team. The meeting is open to the public.

Watershed Updates

Crooked Creek – Scanlan reported their December meeting is set for Friday, December 15th. The Clean Water Fund competitive grant application that he has submitted for funding of the Hammell/Klinski structure will likely not be funded as a stand-alone project. Funds for the project may come through the 1W1P program. Scanlan shared that the Crooked Creek Watershed District has approved a contract with the Root River SWCD in the amount of \$15,000 for 2018.

Winnebago – Scanlan shared FEMA/HSEM questioned the lack of wetland permits during the recent repair work that was performed. BWSR provided written verification stating the wetland permits were not needed during the repair to the project. The written verification was forward to FEMA/HSEM.

Bee & Duck Creek – No report.

Bear Creek – Walter shared that a sinkhole on the Site 3 has increased in size and is now 20 feet. An NRCS geologist will be doing electro sensory on the site and a determination will be made to either fix the site or abandon the site.

Program/Staff Reports**Bob Scanlan, Assistant Manager**

- **Feedlot** – Scanlan reported that one inspection was completed along with six Level III manure application inspections. A total of 30 feedlot inspections have been completed to date. Construction project follow-up was performed with two separate landowners and assistance was given to one feedlot operator constructing a turkey barn floor.

FY16 Bridge Creek Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Dahl, Josh	Roof Structure (367) #19BC	\$170,000.00	\$131,523.60	\$131,523.60 x 90% = \$118,371.24 \$100,000 (cap) - \$79,193.00 (EQIP) = \$20,807.00 Payment Amount = \$20,807.00

Motion by Graf, seconded by Stenhoff, approving the above listed Bridge Creek Cost Share Payment Request.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

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

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

FY17 State Cost Share Payment Request and Re-allocation of Funds

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Kjos, Don	Critical Area Planting (342) # 01FY17	\$2,295.78	\$2,295.78	\$2,295.78 x 75% = \$1,721.84 Payment Amount = \$1,721.84 Slippage = \$1,503.16

Motion by Graf, seconded by Kruse, approving the above listed FY17 State Cost Share Payment Request and re-allocation of slippage for contract #01FY17.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

FY17 State Cost Share Payment Request and Re-allocation of Funds

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Becker, Merle	Terrace (600) # 02FY17	\$1,850.00	\$1,726.62	\$1,726.62 x 75% = \$1,294.97 Payment Amount = \$1,294.97 Slippage = \$92.53

Motion by Stenhoff, seconded by Welke, approving the above listed FY17 State Cost Share Payment Request and re-allocation of slippage for contract #02FY17.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

BUFFER COST SHARE PROGRAM (Flat Rate Funding \$300/acre)**FY18 Buffer Cost Share Amendment Request**

Motion by Stenhoff, seconded by Kruse approving the amendment request on Contract #01FY18Buffer for Steve Thom amending the contract expiration date to June 15, 2018 and reducing the cost share amount to \$120.00.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

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

Motion by Graf, seconded by Stenhoff, approving the above listed FY18 Buffer Cost Share Application request for Patricia Peterson.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

MASWCD

Scanlan reported that he and Wermager attended the annual convention and the luncheon for the Conservationists of the Year. He shared that seven from the Meyer family were in attendance. Meyers were not only our district winner but they were also the Area 7 winner.

Water Plan

Houston County Water Plan - Wermager reported a public hearing was held November 28, 2017 to review the draft Comprehensive Water Plan Revision with the Houston County commissioners and hear public comment. The commissioners did approve the draft.

SWAG – Scanlan stated that we will also be resuming work with the Surface Water Assessment Grant for 2018/2019. We will be collecting samples from two locations in Houston County and one location in Fillmore County.

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

Voucher #	Item	Amount
3796	Ronald F. Carlsen – Rent – December	\$ 1,213.19
3797	VISA – Lodging – Annual Convention Con. of Yr. = \$101.93; Field Supply – Tape Measure = \$32.99; Vehicle Maintenance – Oil – Ford = \$12.47	\$ 147.39
3798	Kwik Trip – Fuel – SWCD Trucks = \$359.43; SRF Trucks = \$113.11	\$ 472.54
3799	ECM Publishers, Inc. – Public Notice Local Water Plan	\$ 40.50
3800	Hartford Life & Annuity Insurance Co. – Life Insurance – Policy #LU1188704 Dave Walter	\$ 90.00
3801	Bluff Country Newspaper Group – Public Notice Local Water Plan	\$ 48.00
3802	Jace Washburn - #20BC – Critical Area Planting	\$ 2,925.00
3803	Don Kjos - #01FY17 – Critical Area Planting	\$ 1,721.84
3804	Tim Nelson – MN Corn Growers – Subcontractor	\$ 2,250.00
3805	Matt Feldmeier – 4 th Qtr. Mileage	\$ 57.78
3806	Cecil Graf – 4 th Qtr. Mileage	\$ 64.20
3807	Glenn Kruse – 4 th Qtr. Mileage	\$ 42.80
3808	Roger Stenhoff – 4 th Qtr. Mileage	\$ 85.60
3809	Jerry Welke – 4 th Qtr. Mileage	\$ 80.25
3810	Merle Becker - #02FY17 – Terrace	\$ 1,294.97
3811	Gordon Meyer – Mileage – MASWCD Annual Convention = 2 vehicles @ 341miles each @ \$0.535/mile	\$ 364.87
3812	Bob Scanlan – Meal Reimbursement	\$ 53.93
3813	Petty Cash	\$ 2.66
3814	Josh Dahl - #19BC – Roof Structure (367)	\$20,807.00
	Investment Transfer of Funds (From 76-605-518-5383 Winnebago Watershed to Eitzen State Bank 10033340 Winnebago Watershed = \$1,000.00; From 76-605-000-5565 Bear Creek Watershed to Eitzen State Bank 10033399 Bear Creek Watershed = \$1,000.00; From 76-000-000-1094 to Eitzen State Bank 10033563 Capital Equipment = \$5,000.00; From 76-605-000-1089 Designated Reserve to Eitzen State Bank 10033589 S & W Designated Reserve = \$11,151.65)	\$18,151.65
	Total	\$ 49,171.86

Motion by Welke, seconded by Graf, approving the Accounts Payable for December 2017 and the transfer of funds.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Committee Reports

FINANCIAL COMMITTEE: Graf & Kruse – No report.

RC & D: Stenhoff – No report.

JOINT POWERS FINANCE COMMITTEE: Welke – No report.

PERSONNEL COMMITTEE: *Stenhoff & Welke* – Walter stated that staff reviews had been conducted and would like to review each with the board. All staff with the exception of Walter voluntarily exited the meeting at 2:39 p.m. Messner later rejoined the meeting.

Motion by Graf, seconded by Kruse, to adjourn the meeting.
Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Meeting adjourned at 3:13 p.m.

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

Approved: 1-11-18
Date

Glen Kruse
Secretary