



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, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on January 11, 2018 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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:

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

Those present took part in the Pledge of Allegiance.

Officers & Appointments:

Motion by Stenhoff, seconded by Welke, approving Matt Feldmeier as Chair; Jerry Welke, Vice-Chair; Glenn Kruse, Secretary; Cecil Graf, Treasurer and Roger Stenhoff, Reporter.

Voting affirmative: Stenhoff, Graf, Kruse, Welke

Opposed: None

Motion carried.

Motion by Graf, seconded by Kruse, approving the Committee Appointments for 2018.

Committee Appointments for 2018

Finance Committee: Graf & Kruse

Personnel Committee: Stenhoff & Welke

RC&D: Stenhoff

RC&D (Citizen at Large): None

State Revolving Fund [JPB]: Welke

One Watershed, One Plan: Feldmeier

Meeting Date & Time: Motion by Graf, seconded by Welke, 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 Kruse, approving the minutes from the December 14, 2017 board meeting.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

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.

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

- Larson deferred his report and stated that he would present it during the Local Work Group meeting that is being conducted at 2:30 p.m. today.

Dave Walter, SWCD District Manager

- Walter shared with the SWCD Board Scanlan's application for the FY18 Cooperative Weed Management Area grant (CWMA) was approved and turned the floor over to Scanlan. Scanlan shared the main focus of the grant is noxious weed control in pasture settings. Scanlan stated that a small portion of the \$20,000 grant will be used to form a committee to develop a noxious weed plan for the county. \$15,000 will be designated for cost share to implement noxious weed management practices.
- Walter indicated that Scanlan has also been working with Fillmore and Olmsted counties on developing a work plan for a SWAG grant. Scanlan stated that it will be a two year grant. Our SWCD will be sampling three creeks in Houston County and one in Fillmore County. Sampling will be conducted May through September. Funds may be used by all staff to do the sampling and any administrative duties.

Program Reports

- **WCA** – Walter stated he met with county staff and reporting for calendar year 2017 was completed.
- **Bridge Creek** – Walter indicated that this program will continue through 2018 with the possibility of extending into 2019.
- **MAWQCP** – Walter shared that we plan to continue with this program for an additional year and will act on this request later in the meeting. Scanlan shared a Soil Health meeting was held in conjunction with the MAWQCP outreach event. Nine individuals were in attendance and good group discussion was held regarding soil health and the formation of a Soil Health Team.
- **Houston County Township Nitrate-Nitrogen Grant** – Walter indicated that the SWCD will be formatting a mailing list for this grant based on the townships that are to be included in the testing.
- **One Watershed, One Plan** – Walter indicated that Scanlan had attended the recent work group meeting. Scanlan stated that he had learned in April or May the watershed should be receiving funds in the amount of \$850,000. A small portion of this amount will be reserved for plan implementation. Some funds will also be used for engineering with a major portion of funds for projects. RCPP funds, \$500,000, through One Watershed, One Plan will also be available with up to 100% cost share. It is likely that a 90% cost share rate will be used when federal and state funds are used for a project.
- **RCPP Feedlot Program** – Walter stated the SWCD is eligible for \$20,000 in technical assistance funds with this program. The program offers 90% cost share to landowners for the installation of feedlot BMPs. A manure storage project is planned through this funding. EQIP funds are also being used for the project and JPB will be engineering the project.

- **Local Capacity** – Walter shared that the county agreed to provide the SWCD with \$14,400 which in turn allowed the SWCD to receive a match from the State of \$14,400. Walter stated that a work plan will be developed and foresees half of the funds will go for BMPs for county landowners with the remainder of the funds to be used for technical support on the installation of the BMPs.

Watershed Update

Crooked Creek – Scanlan reported a meeting is scheduled for Friday, January 19th. He also shared that the Hammell/Klinski structure is on hold as some design criteria are being reviewed. Hammell and Klinski have signed an EQIP contract; therefore, we will be waiting to see if they are eligible for these funds along with One Watershed, One Plan funds.

Bee & Duck Creek – No report.

Bear Creek – A supervisor brought forward a question on the status of a large sinkhole within the watershed and voiced concern about public safety based on the size of the sinkhole.

Winnebago – Scanlan reviewed with the board that the projects completed in 2017, using FEMA and Homeland Security funds, overran the original proposed costs. He stated questions were raised after the fact regarding possible wetland impacts at the Staggemeyer site. Scanlan stated that those questions were addressed and we are awaiting a response from DPS.

Staff Reports

Bob Scanlan – Program Report

- **Feedlot** – Scanlan reported he completed one feedlot inspection bringing the total of inspections completed during 2017 to 32. Scanlan shared that the county has hired an “Environmental Specialist” which is part of the zoning office. This individual will be taking on the feedlot inspection workload. The SWCD will no longer be involved with the program.
- **MN Corn Growers** – Scanlan shared that he has submitted an application for additional funding over a two year span to continue the cedar tree revetment work being done on the Riceford Creek.
- **CCM** – Scanlan stated he has submitted an application for funding (CCM crew) to assist with the continuation of work on the Riceford Creek streambank revetment project.

Dan Wermager – Program Report

- **Cost Share/Local Capacity Construction** – Wermager shared that technicians have been able to continue doing survey work this past month due to the lack of snow cover. He stated once a substantial amount of snow is received technical staff will be doing project design work.

Jean Meiners – Program Report

- **Buffer Program** – Meiners reported that she is working with land owners that have received notice of non-compliance letters. These individuals have the opportunity to sign a waiver or are being given 11 months to come into compliance with the buffer law before nominal penalties are applied.

Janice Messner – Program Report

- **Tree Program** – Messner reported that a total of 29 orders have been received for 2018 delivery. Ten orders were received in December and two thus far in January. She stated that some species that we pre-ordered have sold out but we are able to obtain more from our supplier at this point.

Eric Ressel, Farm Bill Biologist

- Ressel stated that he is currently working on outreach to landowners for substitute/alternative practices for the buffer law. He also shared the Farm Bill Biologist Newsletter that featured an article on him in his roll at the Caledonia Field Office.

New Business

Motion by Stenhoff, seconded by Welke, approving the 2018 IRS Mileage Reimbursement Rate of \$0.545 per mile.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Kruse, seconded by Welke, approving the Supervisor Per Diem at the rate of \$75/meeting.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, approving step increases for Dan Wermager and Jean Meiners being retroactive from December 24, 2017.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Welke, approving payment of the MASWCD annual dues of \$3,074.82.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Kruse, seconded by Graf, approving payment of the 2018 Envirothon dues of \$175.00.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Kruse, seconded by Graf, approving payment of the SE SWCD Technical Support JPB 2018 dues of \$1,000.00.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Kruse, seconded by Graf, approving the MAWQCP Request for Technical Assistance and Promotion Funds.
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 Application

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Reburn, Tom	03FY17	\$71,539.00	\$818.10	Streambank Protection (580)	12/31/18

Motion by Graf, seconded by Stenhoff, approving the above listed FY17 State Cost Share Application request for Tom Reburn.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

LOCAL CAPACITY COST SHARE PROGRAM

FY16 Local Capacity Cost Share Payment Request and Re-allocation of Funds

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Vix, Lorayne	Grade Stabilization Structure (410)	\$2,300.00	\$2,700.00	\$2,700.00 x 75% = \$2,025.00 Payment Amount = \$1,725.00

Motion by Graf, seconded by Kruse, approving the above listed FY16 Local Capacity Cost Share Payment request for Lorayne Vix.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

MASWCD

Walter shared the 2018 MASWCD Legislative Briefing & Day at the Capitol will be held March 12- 13, 2018. At this time no one plans to attend.

Water Plan

One Watershed, One Plan – It was noted that a Planning Work Group meeting was held January 9, 2018 and a Policy Committee meeting will be held January 22, 2018.

Committee Reports

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

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

RC & D: *Stenhoff* – Annual Meeting January 22, 2018 in Rochester, MN. Walter talked to the board about having someone attend the meeting. Discussion followed. It was requested that the minutes of the meeting be sent.

JOINT POWERS FINANCE COMMITTEE: *Welke* – JPB meeting January 31, 2018 in Oronoco, MN from 9:30 – Noon.

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

Voucher #	Item	Amount
3815	Ronald F. Carlsen – Rent – January	\$ 1,213.19
3816	Kwik Trip – Fuel – SWCD Trucks = \$193.27; SRF Truck = \$109.83	\$ 303.10
3817	VISA – Office Supply – Power Strip = \$26.71; MAWQCP – Outreach = \$64.63; Postage = \$49.00	\$ 140.34
3818	MASWCD – MASWCD Dues	\$ 3,074.82
3819	Quill Corporation – Office Supplies	\$ 48.06
3820	Houston County Treasurer – Registration Renewals – 2017 GMC = \$16.00 & 2008 Ford = \$16.00	\$ 32.00
3821	MN Counties Intergovernmental Trust – Liability Insurance = \$2,744.00; Workers Compensation = \$3,611.00; 2016 Audit = \$488.00	\$ 6,843.00
3822	Lorayne Vix – State Cost Share Project – Grade Stabilization Structure #06FY16LC	\$ 1,725.00
3823	Goodhue County SWCD – Envirothon Dues – 2017	\$ 175.00
3824	SE SWCD Technical Support JPB – 2017 Dues	\$ 1,000.00
3825	Minnesota Revenue – 2017 Sales & Use Tax	\$ 673.00
	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)	\$ 2,000.00
	<i>Total</i>	<i>\$ 17,232.31</i>

Motion by Graf, seconded by Stenhoff, approving the Accounts Payable for January 2018 and the transfer of funds.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, to adjourn the meeting.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Meeting adjourned at 2:23 p.m.

NEXT MEETING – Regular Board Meeting - Thursday, February 8, 2018, 1:00 p.m. Ag Service Center

Approved: 2-8-18 Date Glen Kruse Secretary



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MINUTES OF THE ROOT RIVER SWCD February 8, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on February 8, 2018 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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:

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

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Graf, seconded by Kruse, approving the minutes from the January 11, 2018 board meeting.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: January 2018 Treasurer's Report is not available at this time.

Agency Reports:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board that the Caledonia field office has \$450,000 in EQIP applications waiting for approval. This is the equivalent of 30 contracts.

Dave Walter, SWCD District Manager

- Walter shared with the SWCD Board that Envirothon is slated for Wednesday, May 2nd at the Byron Sportsman & Conservation Club near Byron, MN. If supervisors are interested in being a judge for the oral presentations let Walter know. The state competition will be held May 19th at Shetek Lutheran Ministries in Slayton, MN.

Program Reports

- WCA** – Walter stated CP Rail is doing some work near La Crescent. This work has not required any permits. Walter reported that he is working with a landowner on an after the fact permit.

- **RCPP Feedlot Program** – Walter indicated he is working with a landowner on a manure pit, another landowner on a roof structure and a third landowner that is completing their CAP plan with hopes of construction beginning in August or September of 2018.
- **Bridge Creek** – Walter reported projects for 2018 are planned.

Walter shared currently there are 78 projects to do within the county.

- **WRAPS** – Walter informed the SWCD Board that he and Wermager recently attended a WRAPS meeting. This is a MPCA program that will provide funding to do a walk over and resource planning for the La Crescent, Reno and Upper Iowa watersheds. Walter stated it is similar to what was done in the Bridge Creek watershed. Walter shared that Bee Creek has been recognized as having the most pristine water in the area.
- **MAWQCP** – Walter shared during the past month he has worked with two certified landowners on resource concerns.

Watershed Update

Crooked Creek – Scanlan reported a meeting is scheduled for Friday, February 16th. He shared that he is working with a landowner seeking incentive funds to clean out an existing pond in a pasture area and he continues to work on obtaining seven easements on adjacent lands adjoining three different flood control structures (S-3, R-3, R-4) within the watershed.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – Scanlan shared the request for additional funding has been moved forward for FEMA's review and approval. Email correspondence indicates the additional funds are banked for the projects. Upon FEMA's approval payment would not arrive till the end of 2018.

Larson shared that a DNR easement is now in place starting at the Schulte property on the edge of Caledonia and extends beyond Jim & Cindy Berg's property. It is a three mile stream easement with a setback of 250 ft. on each side of the stream.

Staff Reports

Bob Scanlan – Program Report

- **CCM** – Scanlan stated our application for funding a CCM crew to assist with work on the Riceford Creek streambank revetment project was approved. He stated that this a Clean Water grant.
- **MN Corn Growers** – Scanlan shared our application for additional funding to continue the cedar tree revetment work on Riceford Creek awaits approval.
- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated that this a \$20,000 grant with \$15,000 for cost share assistance to landowners to control noxious weeds on pasture land. He said a news article was published in local papers and from that he had four landowners express interest in the program.
- **SWAG** – Scanlan indicated he has been active in formulating a group budget and work plan for this two year grant. The budget and work plan request has been submitted to MPCA for approval. Root River SWCD will be monitoring four sites May – September for two years.
- **MAWQCP** – Scanlan shared that this two year grant has been approved. He hopes to promote this program in conjunction with a soil health initiative he coordinates.

Dan Wermager – Program Report

- **Cost Share/Local Capacity Construction** – Wermager shared that technicians are working on a variety of designs for upcoming BMP projects.

Jean Meiners – Program Report

- **Buffer Program & Buffer Enforcement** – Meiners reported on January 31st the county sent out compliance enforcement letters to six landowners. She also shared that the county is requesting us to enter into a MOU to assist with the buffer enforcement. The MOU will be a minimum of \$10,000.
- **Buffer Cost Share Program** – Meiners shared that cost share assistance is available until March 1st to assist with the costs associated with the installation of a buffer or alternative practice to meet the buffer law requirements.
- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated that she is currently putting together the mailing list for the program. She shared that she has mailed program information to all the township officers that will be involved in the program. She has also attended the Caledonia township meeting to discuss how the program will be rolled out and addressed questions. Meiners will be addressing the township officers at county noxious weed training on February 13th.

Janice Messner – Program Report

- **Tree Program** – Messner reported that four species that were pre-ordered have sold out. The supplier is also sold out but placed us on a waiting list for two species to fill orders. Walter noted that a few of the other species is down to having one bundle available.

Messner also shared that she had completed the 2017 Annual Report and is currently working on the year-end financial statements as the PERA information has just been made available. She also shared that a new addition this year for Envirothon is the option of having a middle school team. Messner stated that this allowed us to provide the Envirothon information to more schools this year.

Eric Ressel, Farm Bill Biologist

- Larson reported that Ressel continues to work on conservation planning. He also shared that the Quail Forever banquet will be held March 18, 2018.

Motion by Stenhoff, seconded by Welke, authorizing Feldmeier to sign a Buffer Enforcement MOU with Houston County.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Old Business

Motion by Stenhoff, to approve a 1% Cost of Living Increase (COLA) for staff. Motion died for a lack of a second.

Motion by Graf, seconded by Welke, to not offer a Cost of Living Increase (COLA) at this time but will revisit this if the county approves a Cost of Living Increase (COLA).
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Walter reviewed the Employee Step Chart with the board.

Motion by Welke, seconded by Graf, approving the request to remove Stenhoff as the RC & D representative.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.
An RC & D meeting will be held February 26th. Walter will request a copy of the minutes and will bring them to the board for review and future consideration.

New Business

Motion by Graf, seconded by Kruse, approving a cost adjustment to the Seeding & Mulch Pricing Policy. The new rates will be *\$450.00 per acre for seeding and mulch without crimping*
\$500.00 per acre for seeding and mulch with crimping
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Welke, seconded by Graf, approving payment of the 2018 SE MASWCD annual dues of \$500.00.
Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Welke, seconded by Graf, to pass on the investment opportunity offered through NACD for 2018.
 Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Kruse, approving the FY18 Cooperative Weed Management Area Program Grant Agreement (CWMA).
 Voting affirmative: Graf, Stenhoff, Kruse, Welke Opposed: None Motion carried.

BRIDGE CREEK COST SHARE PROGRAM

Motion by Welke, seconded by Kruse, approving the request to cancel contract #18BC for Elizabeth Howe, Grade Stabilization Structure (410) in the amount of \$1,716.92. The project is being federally funded at a rate of 90% or higher; therefore, additional cost share will not be needed.

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

BUFFER COST SHARE PROGRAM

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Beckman, Jeff	04FY18Buffer	\$300 x 0.6 acres = \$720.00	\$180.00	Critical Area Planting (342)	6/15/18

Motion by Kruse, seconded by Welke, approving the above listed FY18 Buffer Cost Share application for Jeff Beckman.

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

MASWCD

Walter inquired if anyone was interested in attending the 2018 MASWCD Legislative Briefing & Day at the Capitol to be held March 12- 13, 2018. At this time no one plans to attend.

Water Plan

One Watershed, One Plan –The Policy Committee met January 22, 2018 followed by a planning work group meeting. Scanlan reported that funds will be available for the Hammell/Klinski project if needed as well as funding focus on the Riceford Creek area. An additional \$500,000 RCPP funding will be available through 1W1P.

Committee Reports

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

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

RC & D: The continued discussion on paying dues was tabled.

JOINT POWERS FINANCE COMMITTEE: *Welke* – Welke and Walter attended the JPB meeting held January 31, 2018. Walter stated that RCPP and wages were discussed during the meeting.

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

Voucher #	Item	Amount
3826	Ronald F. Carlsen – Rent – February	\$ 1,213.19
3827	Kwik Trip – Fuel – SWCD Trucks = \$139.64; SRF Truck = \$55.92	\$ 195.56
3828	VISA – Meals = \$6.80; Finance Charge = \$1.98	\$ 8.78
3829	Quill Corporation – Office Supplies - \$414.63; 1 case paper = \$56.63	\$ 471.26
3830	SE MASWCD – Annual Dues	\$ 500.00
3831	SE MN Water Resources Bd. – 2018 SW MN Water Resources Bd. County Dues	\$ 5,000.00

3832	Dan Wermager – Registration – Soil Health Workshop, 1/23/18	\$ 20.00
3833	Bob Scanlan – Registration – Soil Health Workshop, 1/23/18	\$ 20.00
3834	MN State Auditor – 2016 Financial Audit Services – Standards & Procedures	\$ 165.00
3835	Schumacher’s Nursery & Berry Farm Inc. – Tree order balance	\$ 1,658.00
3836	MN State Nursery Account – Tree order balance	\$ 63.78
	Total	\$ 9,315.57

Motion by Graf, seconded by Kruse, approving the Accounts Payable for February 2018.

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Graf, Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Meeting adjourned at 2:17 p.m.

NEXT MEETING – Regular Board Meeting - Thursday, March 8, 2018, 1:00 p.m. Ag Service Center

Approved: 3-8-18
Date


Secretary



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

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MINUTES OF THE ROOT RIVER SWCD

March 8, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on March 8, 2018 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

Glenn Kruse

Roger Stenhoff

Jerry Welke

Members Not Present:

Cecil Graf

Others:

Janice Messner, Jean Meiners, Bob Scanlan, 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 Kruse, approving the minutes from the February 8, 2018 board meeting.

Voting affirmative: Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

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

Voting affirmative: Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Chair Feldmeier recommended that the January 2018 Treasurer's Report be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board that 18 EQIP applications have been scored and ranked. He also informed the Board that there are three RCPP applications (two are dairy producers and one beef producer). Larson shared that it was International Women's History Day and shared about various women in history.

Dave Walter, SWCD District Manager

Program Reports

- **WCA** –Walter reported a site visit for a landowner in Mound Prairie Twp. was conducted. A concern about upstream erosion issues causing a wetland area to fill and overflow onto the landowner's driveway was looked at. Walter reported that NRCS would be looking at any upstream erosion issues.
- **Bridge Creek** – Walter shared that a landowner would like to address feedlot run-off and also install a grade stabilization structure.

- **MAWQCP** – Walter stated a soil health field day is scheduled for April 6th and the MAWQCP program will be one of the highlights of the field day.
- **RCPD Feedlot Program** – Walter indicated he continues to work with a landowner on a manure pit, another landowner on a roof structure and a third landowner on the completion of their CAP plan with hopes of construction beginning in August or September of 2018.
- **WRAPS** – Walter informed the SWCD Board that he and Wermager recently attended a WRAPS meeting. Funding provided through MPCA will provide funds to do a walk over and resource planning for the La Crescent, Reno and Upper Iowa watersheds.
- **Technical – Cost Share Project** – Walter stated that survey and design work continues for cost-share and EQIP projects. Currently there are 78 projects to address.

Watershed Update

Crooked Creek – Scanlan reported a meeting is scheduled for Friday, March 16th at 1 pm. He shared that he continues to work on obtaining easements on adjacent lands adjoining three different flood control structures (S-3, R-3, and R-4) within the watershed. Scanlan stated that the watershed committee has received a request to sell 22 acres of woodlands near South Fork. He went on to say that the committee is considering selling those acres and he is preparing a sale notice for the local newspapers. He also shared a landowner in the watershed district has approached the watershed committee regarding their incentive funding for a pond clean out. Scanlan shared that the Watershed will be discussing the resolution adopting “Other Waters” for the buffer program.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – No report.

Staff Reports

Bob Scanlan – Program Report

- **MN Corn Growers** – Scanlan shared our application for additional funding to continue the cedar tree revegetation work on Riceford Creek was denied for the upcoming year. He did share that budgeted funds are still available on the current grant for supplies and the next reaches to address have trees on-site that can be used.
- **CCM** – Scanlan reiterated that our application for funding a CCM crew to assist with work on the Riceford Creek streambank revegetation project was approved.
- **Cooperative Weed Management Area (CWMA) Grant** – No report.
- **SWAG** – Scanlan indicated we are waiting for the grant agreement and work plan to arrive for signature. Monitoring will take place May – September.

Dan Wermager – Program Report

- **Cost Share/Local Capacity Construction** – Wermager shared during the past month he has done design work on 11 grade stabilization structures and 11 grassed waterways.

Jean Meiners – Program Report

- **Buffer Enforcement** – Meiners reported that she and managerial staff reviewed the MOU for edits and returned it with suggestions.

- **Buffer Cost Share Program** – Meiners shared that she worked with several landowners on requesting cost share assistance prior to the March 1st deadline. She shared that she had received a few requests for financial assistance after the March 1st deadline.
- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated that the lab contract was signed with Olmsted County lab and she has completed the mailing list for the program and submitted it.

Janice Messner – Program Report

- **Tree Program** – Messner reviewed the prepared tree report with the board noting that various species are sold out. She also indicated that she had submitted a tree news article.

Messner also shared that she created a Facebook page for the Crooked Creek Watershed District.

Eric Ressel, Farm Bill Biologist

- Larson reported that Ressel has done a fair amount of site visits, plan writing and attending meetings with the Quail Forever folks.

Old Business

Walter stated that he had not received minutes from the RC & D meeting for further discussion.

New Business

Motion by Stenhoff, seconded by Kruse, approving the FY18 Local Capacity Grant Amendment.

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

Motion by Kruse, seconded by Stenhoff, approving the 2017 year-end financial audit bid from Peterson Company Ltd. in the amount of \$2,600 plus \$150 if amortization is needed.

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

Motion by Welke, seconded by Kruse, approving the return of funds, \$5,479, for the FY18 Buffer Cost Share grant.

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

Motion by Stenhoff, seconded by Kruse, approving resolution #18-01 Resolution to Support Mississippi River – Winona/La Crescent Watershed One Watershed, One Plan project.

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

Motion by Kruse, seconded by Welke, approving the SWAG grant agreement and authorizing the district manager to sign the contract upon arrival.

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

Root River Watershed Coordinator position – Walter shared information with the board about the position. He stated it would potentially be a three year position. The funding for the position will be approximately \$80,000 per year. The some of the responsibilities would include writing conservation plans for the Root River watershed, walk-overs, workshops, news articles, landowner letters, BMPs. Walter stated with the change of incoming grant funds the position would be a good fit for the technical staff (Bob 75% and Dan 25%). He stated that he would be meeting with Mary Peterson and Adam Beilke, BWSR regarding the position on March 14, 2018.

Walter stated that 2019 will be the district’s 80th year anniversary and suggested an open house event. Brief discussion followed.

BRIDGE CREEK COST SHARE PROGRAM

FY16 Bridge Creek Cost Share Applications (90% Cost Share)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Dahl, Josh	22BC	\$6,200.00	\$2,328.00	Grassed Waterway (412)	9/1/18
Dahl, Josh	23BC	\$2,900.00	\$2,610.00	Grassed Waterways (412)	9/1/18

Motion by Kruse, seconded by Stenhoff, approving the above listed FY16 Bridge Creek Cost Share applications for Josh Dahl.
 Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity Cost Share Application (75% Cost Share)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Hendel, Karl	09FY16LC	\$13,300.00	\$6,806.25 = FY16 Local Capacity Cost Share \$3,168.75 = FY17 State Cost Share	Grassed Waterways (412)	9/1/18

Motion by Stenhoff, seconded by Kruse, approving the above listed FY16 Local Capacity Cost Share application for Karl Hendel.
 Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

STATE COST SHARE PROGRAM

FY17 State Cost Share Application (75% Cost Share)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Engstler, Alan	04FY17	\$850.00	\$637.50	Grassed Waterway (412)	9/1/18

Motion by Welke, seconded by Stenhoff, approving the above listed FY17 Cost Share application for Alan Engstler.
 Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

BUFFER COST SHARE PROGRAM

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Peterson, Duane	05FY18Buffer	\$300 x 1.14 acres = \$342.00	\$342.00	Critical Area Planting (342)	6/15/18

Motion by Kruse, seconded by Welke, approving the above listed FY18 Buffer Cost Share application for Duane Peterson.
 Voting affirmative: Stenhoff, Kruse, Welke Opposed: None Motion carried.

MASWCD

Walter shared the Spring Area 7 meeting will be held April 3, 2017 in Red Wing, MN.

Water Plan

Wermager reported that two pond sites were viewed and fit the criteria for push-up ponds.

One Watershed, One Plan - Scanlan stated that he is working with Fillmore County to put together a grant request for initial projects proposed in Houston County.

Committee Reports

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

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

RC & D: No report.

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

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

Voucher #	Item	Amount
3837	Ronald F. Carlsen – Rent – March	\$ 1,213.19
3838	Kwik Trip – Fuel – SWCD Trucks = \$103.13	\$ 103.13
3839	Janice Messner – Postage Reimbursement	\$ 50.00
3840	VISA – Vehicle Maintenance – Battery '08 Ford = \$134.95; Field Supply – Batteries = \$34.18; Postage = \$4.20	\$ 173.33
3841	Hartford Life & Annuity Insurance Co. – Life Insurance – Policy #LU1188704 Dave Walter	\$ 90.00
3842	Quill Corporation – Office Supplies - 1 case paper = \$56.63	\$ 56.63
3843	MN Board of Water & Soil Resources – Unencumbered Funds FY18 Buffer CS	\$ 5,479.00
3844	Schumacher's Nursery & Berry Farm Inc. – Tree Order Payment	\$ 56.00
3845	Matt Feldmeier – Mileage – 1st Qtr. – 108 miles @ \$0.545	\$ 58.86
3846	Cecil Graf – Mileage – 1st Qtr. – 80 miles @ \$0.545	\$ 43.60
3847	Glenn Kruse – Mileage – 1st Qtr. – 60 miles @ \$0.545	\$ 32.70
3848	Roger Stenhoff – Mileage – 1st Qtr. – 96 miles @ \$0.545	\$ 52.32
3849	Jerry Welke – Mileage – 1st Qtr. – 120 miles @ \$0.545	\$ 65.40
	Total	\$ 7,474.16

Motion by Stenhoff, seconded by Kruse, approving the Accounts Payable for February 2018.

Voting affirmative: Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

It was noted that a Soil Health Day will be held April 6th at the Karl Sylling farm from 10 a.m. – noon. Mark Root will be discussing the MAWQCP program. A representative from Mower County will be giving a testimonial on cover crops. Myron Sylling will be sharing his experience on no-tilling and a NRCS representative will be doing rain simulator demonstrations.

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

Voting affirmative: Stenhoff, Kruse, Welke

Opposed: None

Motion carried.

Meeting adjourned at 2:20 p.m.

NEXT MEETING – Regular Board Meeting - Thursday, April 12, 2018, 1:00 p.m. Ag Service Center

Approved: 4-12-18
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

April 12, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on April 12, 2018 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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:

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

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Kruse, seconded by Welke, approving the minutes from the March 8, 2018 board meeting.

Voting affirmative: Stenhoff, Kruse, Welke and Graf

Opposed: None

Motion carried.

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

Voting affirmative: Stenhoff, Kruse, Welke and Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf recommended that the February and March 2018 Treasurer's Reports be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Larson reported to the SWCD Board that EQIP applications are now moving into contracts. A streambank restoration project was approved that has SWCD funds with it. There are several cover crop applications that were approved and various other applications.
- Larson shared that a Career Day for students of Caledonia High School was held here in the office on April 10th. He and Walter presented a PowerPoint and provided a brief overview of what takes place in a conservation office.

Dave Walter, SWCD District Manager

Program Reports

- **WCA** –Walter reported a site visit was conducted for a landowner in Winnebago Township. He stated that there are resource concerns at this location. Walter also conducted a site visit in Yucatan Township regarding a streambank

concern with a wetland adjacent to it. In La Crescent Township he is working with a developer who will be adding a 75 home addition to the area near Wieser Park.

- **Bridge Creek** – Walter shared that he and Larson participated in the recording of a PowerPoint for the Field to Stream Partnership. The Field to Stream Partnership project was awarded the Environmental Initiative Award in the Rural Vitality division. The PowerPoint was played for the board supervisors.
- **RCPP Feedlot Program** – Walter indicated that two applications will be moved forward to contracts and one will remain pending. Moving forward is a manure storage project and a feedlot roof structure.
- **WRAPS** – Walter informed the SWCD Board that there was nothing at this time.
- **Technical – Cost Share Project** – Walter stated that design work continues for cost-share and EQIP projects.
- **Root River Watershed Coordinator** – Walter shared they met regarding the position and discussed the role in more detail. Walter indicated that he is looking at Wermager (three quarter time) and Scanlan (one quarter time) to fill the position. He also stated that additional details will be discussed in two weeks.

Watershed Update

Crooked Creek – Scanlan reported the next meeting is set for Friday, April 20th at 1 pm. He shared that there will be an engineer change for the Hammell/Klinski structure project. They will be meeting with this engineer in the near future regarding the project.

Scanlan stated that the watershed committee has placed 22 acres of woodlands near South Fork on the market. A bid opening will be held on Friday, April 20, 2018.

He also share the committee has approved a pond cleanout project with an incentive payment for a landowner in Crooked Creek Township.

Scanlan shared that the Watershed will be discussing the resolution adopting “Other Waters” for the buffer program.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – No report.

Staff Reports

Jean Meiners – Program Report

- **Buffer Cost Share Program** – Meiners reported that she continues to measure buffers. She stated there are 15 “Waiver A” with a November 1st deadline and 25 “Waiver B” with a July 1st deadline. She went on to say that currently two landowners have been notified that they are out of compliance due to not signing a waiver.
- **Buffer Enforcement** – Meiners shared that BWSR has put together alternative penalties for counties to use and these are currently available for public comment. Meiners stated the MOU was completed and distributed to the Root River board supervisors for review prior to the board meeting. Discussion on portions of the MOU followed. It was unanimous to table the request for approval at this time. A recommendation of change was noted.
- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated that invoicing and reporting is due April 30th and she and Messner have started working with it. The Olmsted County lab has started mailing out postcards to landowners regarding the program.

Janice Messner – Program Report

- **Tree Program** – Messner stated that all the trees have been sold and the profit/loss report will fluctuate when shipping expenses are invoiced. She went on to report that the nursery will not be shipping trees on the date originally planned due to snowy conditions in their area. A firm date will be set within the next week.

Bob Scanlan – Program Report

- **MN Corn Growers** – Scanlan shared that through outreach he was able to pinpoint potential revetment sites in Bridge Creek, Riceford Creek and other areas. He stated that the final reporting was submitted and the grant is now complete. He went on to say that he and Walter met with Jeff Hasting from Trout Unlimited to discuss possibilities for future project funding to continue revetment work.
- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan reported that the committee is scheduled to meet Thursday, April 19, 2018 to discuss policy and prioritization for the cost sharable program.
- **SWAG** – Scanlan indicated field training is set for Monday, April 23, 2018.
- **RCPD Feedlot** – Scanlan stated that he is working with a landowner on a Prescribed Grazing Project. The project will have approximately five miles of fence.
- **MAWQCP** – Scanlan stated the soil health field day on April 6th was well attended in spite of cold temperatures. Approximately 65 people were in attendance.

Old Business

Walter stated that he reviewed the minutes from the RC & D meeting and had them forward to the board supervisor for their review. The board supervisors mutually agreed that Root River SWCD would not be participating this year.

New Business

Motion by Graf, seconded by Stenhoff, approving the Contract for Services with Olmsted County SWCD for SWAG.
 Voting affirmative: Stenhoff, Kruse, Welke and Graf Opposed: None Motion carried.

A discussion regarding providing Bd. Supervisor Workers Compensation Coverage was held. It was unanimous to table further discussion to a later date.

Motion by Graf, seconded by Welke, approving the SE MN Association of SWCD Employees (SEMACDE) Membership Dues for SWCD staff.
 Voting affirmative: Stenhoff, Kruse, Welke and Graf Opposed: None Motion carried.

Walter indicated to the SWCD Board that the ARC Map program has been ordered for three computers. Designated Local Capacity funds are being used for the purchase.

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 **\$ 9,079.64**

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

FY17 State Cost Share Application (75% Cost Share or 90% with additional EQIP funding)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Nelson, Cecil	05FY17	\$9,200.00	\$1,992.00	Grade Stabilization Structure (410)	12/31/18
Double Diamond Farms	06FY17	\$1,850.00	\$1,387.50	2 Grassed Waterways (412)	9/1/18

Nelson, Tim	07FY17	\$900.00	\$675.00	Grassed Waterway (412)	9/1/18
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Motion by Graf, seconded by Stenhoff, approving the above listed FY17 Cost Share applications for Cecil Nelson, Double Diamond Farms and Tim Nelson.

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

BUFFER COST SHARE PROGRAM

FY18 Buffer Cost Share – Available Funds \$18,099 (Reserved for prior requests)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Bonanza Grain	06FY18Buffer	\$300 x 1.2 acres = \$360.00	\$360.00	Critical Area Planting (342)	6/15/18

Motion by Graf, seconded by Kruse, approving the above listed FY18 Buffer Cost Share application for Bonanza Grain.

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

Motion by Welke, seconded by Graf, approving an amendment request on contract 03FY18 Buffer Cost Share changing the practice from a Critical Area Planting (342) to Forage & Biomass Planting (512).

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

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

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

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

FY18 Local Capacity Cost Share (Grant expiration 12/31/20) – Available Funds **\$14,400.00**

MASWCD

Walter and Chair Feldmeier shared that Resolutions will need to be presented at the May 10th meeting.

Water Plan – No report.

One Watershed, One Plan - Walter stated that managers will be meeting on April 24th to discuss cost share policies for the One Watershed, One Plan Cost Share funds.

Committee Reports

FINANCIAL COMMITTEE: *Graf & Kruse* – Walter indicated that he would be reviewing budgets for the Root River Watershed Coordinator position and presenting it to the finance committee.

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

RC & D: No report.

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

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

Voucher #	Item	Amount
3850	Ronald F. Carlsen – Rent – April	\$ 1,213.19
3851	Kwik Trip – Fuel – SWCD Trucks = \$302.64; Fuel – SRF Truck = \$106.74	\$ 409.38
3852	Schumacher’s Nursery & Berry Farm Inc. – Tree Order Payment	\$ 138.00

3853	VISA – Postage = \$100.00, \$12.60; MN Corn Growers – Supplies (Funke = \$81.75 & Rid a Critter = \$2,219.95) = \$2,301.70; Trees – Postage = \$29.25	\$ 2,443.55
3854	Quill Corporation – Office Supplies - 1 bx. Envelopes; Magenta & Yellow Toner; Packing Tape; Correction Tape	\$ 497.76
3855	SEMACDE – Annual Employee Membership Dues	\$ 50.00
3856	ESRI – (3) ArcGIS Desktop Basic Single Use License \$1,350/ea.	\$ 4,050.00
3857	Houston County Cattlemen – MAWQCP Outreach Event Expenses	\$ 427.00
	Total	\$ 9,264.70

Motion by Stenhoff, seconded by Kruse, approving the Accounts Payable for March 2018.

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

Messner announced election filing for board supervisors opens May 22, 2018 and closes June 5, 2018. She stated that District 1 and District 2 supervisors' terms are ending.


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

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

Meeting adjourned at 2:12 p.m.

NEXT MEETING – Regular Board Meeting - Thursday, April 12, 2018, 1:00 p.m. Ag Service Center

Approved: 5-10-18
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

May 10, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on May 10, 2018 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:

Matt Feldmeier

Cecil Graf

Glenn Kruse

Jerry Welke

Members Not Present:

Roger Stenhoff

Others:

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

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Kruse, seconded by Welke, approving the minutes from the April 12, 2018 board meeting.

Voting affirmative: Stenhoff, Kruse, Welke and Graf

Opposed: None

Motion carried.

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

Voting affirmative: Stenhoff, Kruse, Welke and Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf recommended that the April 2018 Treasurer's Report be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report – no report.

Dave Walter, SWCD District Manager

- **Root River Watershed Coordinator** – Walter indicated that he is looking at Wermager (three quarter time) and Scanlan (one quarter time) to fill this position. It will be a three year position. Walter went on to say that Wermager will be attending a four day conservation planning session. He also stated there is a three week boot camp in Nebraska this summer for conservation planning. Walter will be meeting with BWSR staff regarding more details on the position along with discussing budgets for the position.

Walter addressed the board regarding two potential cost share applications that may request funding during the upcoming month. He stated that he will contact Feldmeier for approval.

Program Reports

- **WCA** –Walter reported he is working with a landowner in Winnebago Township that has been approved for state and federal funding for a streambank project. There are some DNR permit issues pending at the site.

In La Crescent Township he is working with a developer who will be adding a 75 home addition to the area near Wieser Park. There is a wetland located in the middle of the development. Walter has suggested a delineator be brought in on this project.

- **Bridge Creek** – Walter shared that a waterway project is ready for construction when soil conditions improve.

He also shared that a different landowner may be interested in a flood retention project also the possibility of a roof structure or a waste storage facility. Funding would likely be partnered with EQIP funds.

- **RCPP Feedlot Program** – Walter indicated that a manure storage project is ready to move forward and are waiting to receive a sub-agreement for the construction portion of the project. A different landowner is also interested in a manure storage facility.

Scanlan stated that he has put together a grazing plan for a landowner and is waiting for the engineer’s review. He stated that he has been talking with another landowner that is potentially interested in a grazing plan. He is also working with a landowner on a feedlot roof structure.

Watershed Update

Crooked Creek – Scanlan reported the next meeting is set for Friday, May 18th at 1 pm. He shared the watershed committee had placed 22 acres of woodlands near South Fork on the market and have accepted a bid of \$1,300 per acre. The property has no road access.

Scanlan also shared the committee has approved a pond restoration project with an incentive payment for a landowner in Crooked Creek Township.

Scanlan informed the board that there will be an engineering change for the Hammell/Klinski structure project. G-Cubed has subcontracted with an engineer. They will be meeting with the engineer on Monday, May 14th for a site visit.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – No report.

Staff Reports

Bob Scanlan – Program Report

- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated that the committee met Thursday, April 19, 2018 and developed a set of policies and a list of noxious weeds to control within the county. Kruse shared that the committee would prefer that the program focus on just pasture land. He went on to say that DNR EQIP funding is available for woodland areas. Letters have been sent to eight interested landowners.
- **SWAG** – Scanlan reported the first sampling day has been completed. He also shared that the Thompson Creek access has changed and is now located at the Hokah ball diamond area.
- **MAWQCP** – No report.

Jean Meiners – Program Report

- **Buffer Cost Share Program** – Meiners reported that she continues to measure and flag buffers. She stated that she has two individuals for the July 1st deadline and 8 for the November 1st deadline.
- **Buffer Enforcement** – Meiners shared that the county made the recommended changes to the MOU and further action on the agreement would be addressed under old business.
- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated that she has taken a few calls regarding the test kits but nothing further to report.

Janice Messner – Program Report

- **Tree Program** – Messner reported that all the trees had been received and tree pick up dates are May 10th and 11th. She reviewed the profit/loss report and stated shipping charges from one of the vendors had not been received.

Old Business

Motion by Kruse, seconded by Welke, approving the updated Buffer Rule Implementation Agency Service Agreement.

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

Motion by Welke, seconded by Graf, approving the continuation of worker’s compensation coverage for the SWCD board members per the 2002 Resolution.

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

Walter shared Envirothon was held May 2nd. Spring Grove High School had registered two teams but was unable to attend this year.

New Business

Motion by Graf, seconded by Kruse, approving the FY18 Conservation Delivery Grant Closeout.

Voting affirmative: Kruse, Welke and Graf 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 **\$ 5,025.14**

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

FY17 State Cost Share Application (75% Cost Share or 90% with additional EQIP funding)

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Wiebke, H. David	08FY17	\$21,737.50	\$7,988.75 = \$5,025.14 FY17 State Cost Share & \$2,963.61 FY17 Local Capacity	Grassed Waterway (412) with Diversion (362), Critical Area Planting (342), Stream Crossing (578) & Lined Outlet (468)	9/1/18

Motion by Kruse, seconded by Graf, approving the above listed FY17 State Cost Share & Local Capacity Cost Share application for H. David Wiebke.

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

BUFFER COST SHARE PROGRAM

FY18 Buffer Cost Share – Available Funds **\$17,739 (Reserved for prior requests)**

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Flatten Sisters Farms	07FY18Buffer	3 acres @ \$300/acre	\$900.00	Forage & Biomass Planting	6/15/18

Motion by Graf, seconded by Kruse, approving the above listed FY18 Buffer Cost Share application for Flatten Sisters Farms.
 Voting affirmative: Kruse, Welke and Graf Opposed: None Motion carried.

BRIDGE CREEK COST SHARE PROGRAM

FY16 Bridge Creek Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Dahl, Josh	Waste Storage Facility - #21BC	\$ 11,098.16	\$ 12,832.00	\$12,832.00 x 90% = \$11,548.80 Payment Amount = \$9,988.34

Motion by Graf, seconded by Welke, approving the above listed contract #21BC Dahl, Josh payment request.
 Voting affirmative: Kruse, Welke and Graf Opposed: None Motion carried.

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

FY17 Local Capacity Cost Share (*Grant expiration 12/31/19*) – Available Funds **\$25,000.00**
FY18 Local Capacity Cover Crop Cost Share (*Grant expiration 12/31/20*) - Available Funds **\$25,000.00** (*Flat Rate per acre*)
FY18 Local Capacity Cost Share (*Grant expiration 12/31/20*) – Available Funds **\$14,400.00**

MASWCD

Chair Feldmeier called for Resolutions. None were brought forward.

Water Plan – No report.

One Watershed, One Plan - No report.

Committee Reports

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

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

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

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

Voucher #	Item	Amount
3858	Ronald F. Carlsen – Rent – May	\$ 1,213.19
3859	Kwik Trip – Fuel – SWCD Trucks = \$229.85; Fuel – SRF Truck = \$134.61	\$ 364.46
3860	VISA – SWAG Supplies – Batteries = \$10.45; Ben Meadows/Waders = \$116.98; Thomas Scientific/NIST Thermometer = \$54.67	\$ 182.07
3861	Hach Company – SWAG Supplies	\$ 383.75
3862	Schumacher’s Nursery & Berry Farm Inc. – Tree Order Payment	\$ 87.25
3863	Blackburn Mfg. Co. – Field Supply – Flags 2 bxs.	\$ 158.14
3864	Mary Busch – Water Plan Infant Well Test Reimbursement	\$ 34.00
3865	Josh Dahl – Bridge Creek - #21BC Waste Storage Facility (Milkhouse Waste)	\$ 9,988.34
	Total	\$ 12,411.20

Motion by Graf, seconded by Kruse, approving the Accounts Payable for May 2018.
 Voting affirmative: Kruse, Welke and Graf Opposed: None Motion carried.

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

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

Meeting adjourned at 10:12 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, June 14, 2018, 9:00 a.m. Ag Service Center

Approved:

6-14-18

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

June 14, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on June 14, 2018 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Stenhoff, seconded by Kruse, approving the minutes from the May 10, 2018 board meeting.

Voting affirmative: Stenhoff, Kruse, Welke and Graf

Opposed: None

Motion carried.

Employee Time Records: Motion by Stenhoff, seconded by Kruse, to approve the Employee Time Records and supervisor per diems.

Voting affirmative: Stenhoff, Kruse, Welke and Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf recommended that the May 2018 Treasurer's Report be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report – Walter stated that Larson was at soil health training. He also shared that a continuous CRP sign-up has just opened. One of the main focuses for our area would be the riparian waterways.

Dave Walter, SWCD District Manager Report – Walter reported he has been working on:

- ❖ Completing RIM spot checks.
- ❖ He also informed the board supervisors about a landowner in Money Creek Township that has indicated they are experiencing erosion issues when an access road was taken out. Walter stated that he has met with neighboring landowners in an attempt to correct possible contributing factors.
- ❖ Assisting Meiners, J. with buffers.
- ❖ SWAG – he, Bob and Dan have been doing the sampling.
- ❖ Winnebago Flood Structures – he and Rochester checked the sites after a heavy rainfall event on Saturday, June 9, 2018. He reported all the sites looked good.

- ❖ He shared that BWSR and NRCS are negotiating a few items affiliated with the Root River Watershed Coordinator position thus delaying the forward progress on starting work with this position.

Program Reports

- **WCA** –Walter reported he is assisting a landowner in Looney Valley with a concern of a RIM easement area holding unwanted water. It has been identified as a wetland area.

In La Crescent Township he continues to work with a developer who will be adding a 75 home addition to the area near Wieser Park. A wet area has been identified on a bench area.

He shared that he is assisting a landowner in the Thompson Creek vicinity with a culvert concern.

A resident in Skunk Hollow (La Crescent, MN) requested assistance due to a field and pasture area having become wet and can no longer be used.

Walter stated that he is working with the City of La Crescent on the bike trail project in the Shore Acres area.

Walter shared a landowner in Mound Prairie Township has been in contact with him regarding wet areas after a culvert clean out.

Walter also replied to a compliance complaint in Hokah Township. There were concerns about a MN Dot ditch being cleaned out by a private individual.

- **Bridge Creek** – Walter shared that a waterway project was completed during the past month.
- **RCPP Feedlot Program** – Walter indicated there are three applications. Two landowners are working on CAP plans with a third CAP plan pending. Also, one applicant is interested in a manure storage unit. This will be largely cost shared with EQIP funds and RCPP state cost share funds will bring the project cost sharing up to 90%.

Walter shared that a few strip jobs were flagged in late May.

Watershed Update

Crooked Creek – Scanlan reported the next meeting is tomorrow Friday, June 8th at 9 a.m. He shared the watershed committee has accepted the sole bid on 22 acres of woodlands near South Fork. A survey has been completed and an attorney will be drawing up closing papers.

Scanlan informed the board that G-Cubed sub-contracted engineer placed a bid on the Hammell/Klinski structure project. The bid is greater than \$25,000; therefore, additional bids will need to be obtained to proceed. Scanlan also reported that he and Ressel, in-house Farm Bill biologist, have completed the Wetland Data Sheets and will be forwarding them to the Army Corps of Engineers for follow-up on the wetland impacts.

Bee & Duck Creek – No report.

Bear Creek – Scanlan reported the Bear Creek inspection tour was conducted during the past month. Two areas were identified as concern areas. After the tour these areas were discussed. Scanlan shared that one of the areas may benefit from the installation of a diversion. The second area is a sinkhole that continues to grow. Scanlan shared that local partners have jurisdiction to do what we want to address these two areas.

Winnebago – No report.

Staff Reports

Bob Scanlan – Program Report

- **319 Feedlot** – Scanlan informed the board of the zoning office’s request for SWCD to prepare a list of priority feedlots using TMFL and WRAPS information.
- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated that he has met with four landowners and reviewed their brush management needs. He has completed plans for two landowners. Cost share will be acted on for one plan later in the meeting.
- **Revetment** – Scanlan reported the CCM crew will start work on Monday, June 18th at the David Skauge location. When work is completed there they will move on to two other sites. Scanlan went on to report that major flooding had occurred over the weekend on Riceford Creek. Previous revetment areas appear to have devastating effects. When flood waters recede a closer inventory will be conducted. Future work may need to be refocused toward removing snags and taking boxelders off the banks and seeding those areas.
- **MAWQCP** – No report.
- **Cover Crops** – Scanlan shared that he is working with producers on designing cover crop plans. He indicated that he has met with four producers.

Jean Meiners – Program Report

- **Buffer Implementation & Enforcement Programs** – Meiners reported that she has all the buffers measured and flagged that had the July 1st deadline. She stated the two individuals that were non-compliant have come into compliance.
- **Houston County Township Nitrate/Nitrogen Program** – Meiners informed the board of supervisors that residents in the City of Eitzen do not need to submit water samples for testing since they are on city water.

Janice Messner – Staff Report

- Messner reported that she has been working with the administrative portion of the cost share spot checks and RIM site inspections.

Dan Wermager – Staff Report

- Wermager indicated he has been conducting many of the cost share site inspections. He also shared information about a Bridge Creek project that may start construction in July 2018.

Old Business - None

New Business

Motion by Welke, seconded by Graf, approving the One Watershed, One Plan Sub-Agreement between Winona SWCD and Root River SWCD.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

Motion by Graf, seconded by Kruse, approving to approach Josh Dahl as the 2018 Conservationist of the Year. If he declines it is further moved that staff work with board supervisor Feldmeier to choose another candidate.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Dahl, Josh	23BC Grassed Waterways	\$ 2,900.00	\$ 1,564.16	\$1,564.16(eligible costs) x 90% = \$1,407.74

Motion by Graf, seconded by Kruse, approving the above listed contract #23BC Dahl, Josh payment request.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

BUFFER COST SHARE PROGRAM

FY18 Buffer Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Lee, Jerry	#02FY18Buffer - Critical Area Planting	\$ 60.00	\$ 60.00	0.2 acres x \$300.00/acre = \$60.00
Peterson, Patricia	#03FY18Buffer – Forage & Biomass Planting	\$720.00	\$720.00	2.4 acres x \$300.00/acre = \$720.00
Peterson, Duane	#05FY18Buffer - Critical Area Planting	\$342.00	\$342.00	1.14 acres x \$300.00/acre = \$342.00
Bonanza Grain	#06FY18Buffer – Critical Area Planting	\$360.00	\$360.00	1.2 acres x \$300.00/acre = \$360.00
Beckman, Jeff	#04FY18Buffer – Critical Area Planting	\$180.00	\$180.00	0.6 acres x \$300.00/acre = \$180.00
Thom, Steve	#01FY18Buffer – Critical Area Planting	\$120.00	\$120.00	0.4 acres x \$300.00/acre = \$120.00

Motion by Graf, seconded by Welke, approving the above listed buffer cost share payment requests for Jerry Lee, Patricia Peterson, Duane Peterson, Bonanza Grain, Jeff Beckman and Steve Thom.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

CWMA COST SHARE PROGRAM

FY18 CWMA Cost Share Application

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Heim-Welch, Joan	01 FY18CWMA	14 acres @ \$300/acre	\$2,000.00	Brush Management (314)	6/14/2019

Motion by Graf, seconded by Kruse, approving funding for the above listed contract 01FY18CWMA brush management project for Joan Heim-Welch.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity Cost Share Payment Request & Reallocation of slippage funds

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Hendel, Karl	09FY16LC	\$ 13,300.00	\$ 9,125.95	\$9,125.95 x 75% = \$6,844.46 Slippage = \$3,130.54 FY17 State Cost Share

Motion by Graf, seconded by Kruse, approving the above listed payment request for Karl Hendel, contract 09FY16LC and reallocation of slippage funds.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

STATE COST SHARE PROGRAM

FY17 State Cost Share & FY17 Local Capacity Cost Share Cancellation Request

Motion by Welke, seconded by Graf, approving the cancellation request for contract #08FY17 H. David Wiebke Grassed Waterway (412) with Diversion (362), Critical Area Planting (342), Stream Crossing (578) & Lined Outlet (468) project.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

FY17 State Cost Share Payment Request & Reallocation of slippage funds

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Double Diamond Farms	06FY17 Grassed Waterways	\$ 1,850.00	\$ 1,951.97	\$1,840.00 (eligible costs) x 75% = \$1,380.00 Slippage = \$7.50

Motion by Graf, seconded by Kruse, approving the above payment request and reallocation of slippage funds for contract 06FY17 Double Diamond Farms.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

FY17 Local Capacity Cost Share Amendment Request

A request is being made to amend the funding source for contract 02FY17LC Hammell, Tony from FY17 Local Capacity Cost Share Grant to FY17 State Cost Share Grant in the amount of \$2,137.50 and to amend the contract number to 09FY17.

Motion by Graf, seconded by Kruse, approving the above amendment request for Tony Hammell grassed waterway project.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

MASWCD

Feldmeier mentioned a booklet is included in their packets if anyone is interested in running for President or Vice-President of the MASWCD board.

One Watershed, One Plan

Wermager reported that a 319 Grant application may be submitted for 1W1P. It would be a 16 year grant for feedlot work.

Water Plan

Wermager reported he addressed the Houston County commissioners regarding the SE WRB resolutions and gained Houston County support for waste water systems.

Committee Reports

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

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

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

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

Voucher #	Item	Amount
3866	Jerry Lee – Buffer Critical Area Planting	\$ 60.00
3867	Ronald F. Carlsen – Rent – June	\$ 1,213.19
3868	Kwik Trip – Fuel – SWCD Trucks = \$413.93; Fuel – SRF Truck = \$111.31	\$ 525.24
3869	Schumacher’s Nursery & Berry Farm Inc. – Shipping	\$ 275.00
3870	Hartford Life & Annuity Insurance Co. – Life Insurance – Policy #LU1188704 Dave Walter	\$ 90.00
3871	Janice Messner – SWAG (Supplies) = \$1.38; WCA (Meal) = \$11.62	\$ 13.00
3872	Duane Peterson – Buffer Critical Area Planting	\$ 342.00
3873	Matt Feldmeier – Mileage – 2 nd Qtr. – 108 miles @ \$0.545	\$ 58.86
3874	Cecil Graf – Mileage – 2 nd Qtr. – 120 miles @ \$0.545	\$ 65.40
3875	Glenn Kruse – Mileage – 2 nd Qtr. – 60 miles @ \$0.545	\$ 32.70
3876	Roger Stenhoff – Mileage – 2 nd Qtr. – 64 miles @ \$0.545	\$ 34.88
3877	Jerry Welke – Mileage – 2 nd Qtr. – 90 miles @ \$0.545	\$ 49.05
3878	Quill Corporation – Office Supplies	\$ 215.08
3879	Johnson, Nicole – Water Plan – Infant Well Test Reimbursement	\$ 34.00
3880	B&M Service Center – Vehicle Maintenance – ’08 Ford Oil Change & Air Filter	\$ 67.40

3881	Patricia Peterson – Buffer Forage & Biomass Planting	\$ 720.00
3882	Printy Quik – CWMA – Printing	\$ 96.19
3883	Bonanza Grain – Buffer Critical Area Planting	\$ 360.00
3884	Winneshiek SWCD - Bear Creek Watershed Tour	\$ 70.41
3886	Petty Cash – Field Supply = \$4.81; Office Supply = \$9.62; SWAG – Supply = \$4.28	\$ 18.71
3887	VISA – Postage = \$50.00	\$ 50.00
3888	Jeff Beckman – Buffer Critical Area Planting	\$ 180.00
3889	Steve Thom – Buffer Critical Area Planting	\$ 120.00
3890	Karl Hendel – FY16Local Capacity CS – Grassed Waterways	\$ 6,240.15
3891	Double Diamond Farms – 06FY17 – Grassed Waterways	\$ 1,380.00
3892	Gregg Meiners – Push-Up Pond no pipe	\$ 600.00
3893	Josh Dahl – Bridge Creek – Grassed Waterways	\$ 1,407.74
	Total	\$ 14,923.31

Motion by Graf, seconded by Welke, approving the Accounts Payable for June 2018.

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

Kruse stated various landowners have commented to him how nice SWCD staff has been to work with on the buffer implementation process.

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

Voting affirmative: Kruse, Welke, Stenhoff and Graf

Opposed: None

Motion carried.

Meeting adjourned at 10:14 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, July 12, 2018, 9:00 a.m. Ag Service Center

Approved: 7-12-18
Date


Secretary



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

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MINUTES OF THE ROOT RIVER SWCD

July 12, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on July 12, 2018 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Vice Chair Welke called the meeting to order at 9:05 a.m.

Members Present:

Cecil Graf

Glenn Kruse

Roger Stenhoff

Jerry Welke

Members Not Present:

Matt Feldmeier

Others:

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

Those present took part in the Pledge of Allegiance.

Minutes: Vice Chair Welke called for addition or corrections to the June 14, 2018 board meeting minutes. None were brought forward. Vice Chair Welke declared the minutes approved as presented.

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

Voting affirmative: Stenhoff, Kruse and Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: Graf recommended that the June 2018 Treasurer's Report be placed on file for audit. Motion by Stenhoff, seconded by Kruse approving the treasurer's recommendation.

Voting affirmative: Stenhoff, Kruse and Graf

Opposed: None

Motion carried.

Agency Reports:

Gary Larson, NRCS Report – Larson stated that he has received approximately 60 requests for EQIP 2019 funding with a variety of practices. He also shared that CRP continuous sign-up is a one year extension and not a re-enrollment. There are select practices that can be used for the extension such as filter strips.

Dave Walter, SWCD District Manager Report

- ❖ Walter reported he may not be in attendance of the August board meeting.
- ❖ Walter reiterated that his contract signing authority is only exercised in emergency situations with board chair's approval.
- ❖ Walter stated that he has been putting together the work plan for submission for the Root River watershed coordinator position. The grant agreement has been executed and will be acted on under new business on today's

agenda. Wermager will be attending a four day conservation planning training in St. Cloud, MN pending approval and complete execution of the grant agreement.

- ❖ Walter announced that Scanlan will be running in the primaries for a county commissioner's seat representing Hokah, Brownsville and La Crescent townships and cities. A question of conflict of interest was asked. This should not be a problem and he does have the option to abstain from voting. It was also stated that he will continue at the SWCD as a full time employee.
- ❖ Walter informed the board that he, Scanlan and Meiners recently attended a cover crop training.

Program Reports

- **WCA** –Walter reported he is helping a landowner in Looney Valley that may be buying credits.

Walter is working with a landowner in Crooked Creek Township on an access road.

Walter stated that work is starting on the bike trail project in the Shore Acres area.

In La Crescent Township Walter continues to work with a developer who may be purchasing credits for a 75 home addition near Wieser Park.

Walter shared a landowner in Spring Grove Township has been in contact with him regarding springs that are developing in various areas of their lawn.

Walter reported he is assisting a landowner in Looney Valley with a concern on a RIM easement area that is to be prairie and is now holding unwanted water. It has been identified as a wetland area.

- **Bridge Creek** – Walter shared that a 102 Cap plan is being done with a landowner in order to move forward with a manure storage project and possibly a roof project.

September construction of a grade stabilization structure with a grassed waterway is planned for another landowner.

Watershed Update

Crooked Creek – Scanlan reported they met July 6, 2018. A second bid for an engineered design on the Hammell/Klinski project was submitted by Davy Engineering. The bid was given to G-Cubed. Design work will commence immediately to meet the August EQIP deadline for submitting final design documents.

Scanlan shared the watershed committee has accepted the sole bid on 22 acres of woodlands near South Fork. A survey has been completed and an attorney will be drawing up closing papers.

Pond construction has been completed for a landowner and will be receiving a \$3,000 incentive payment.

Committee managers visited a site that has requested funding assistance to clean out the ponding area of a grade stabilization structure.

Bee & Duck Creek – No report.

Bear Creek – Scanlan reported that a survey for a diversion and grassed waterway was done on the Patterson structure site. Bear Creek maintenance funds should fund the project. A sinkhole on one of the other Bear Creek structures will be visited by staff.

Winnebago – No report.

Staff Reports

Bob Scanlan – Program Report

- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated that he has met with seven landowners and reviewed their brush management needs. Cost share in the amount of \$15,000 is available and requests will be acted on later in the meeting.
- **SWAG** – Scanlan reported that stream monitoring work continues.
- **MAWQCP** – No report.
- **RCPP Feedlot Program** – Scanlan indicated that this grant has expired.
- **319 Feedlot** – Scanlan informed the board of the zoning office’s request for SWCD to prepare a list of priority feedlots using TMFL and WRAPS information.
- **Revetment** – Scanlan reported work has commenced on the David Skauge site. The CCM Crew are removing boxelders so vegetation can be established. When work is completed at this site the crew will move on to three other sites on the Riceford Creek.

Scanlan shared that Josh Dahl has accepted the honor of being the 2018 Conservationist of the Year. He will be interviewing Dahl to obtain information for the submission of application for the Area 7 Conservationist of the Year.

Jean Meiners – Program Report

- **Buffer Implementation & Enforcement Programs** – Meiners reported that she will now be working with the landowners that have the November 2018 deadline.
- **Houston County Township Nitrate/Nitrogen Program** – No report.

Dan Wermager - Staff Report

- Walter reported that Wermager has been surveying sites, doing cover crop designs and pre-requisite training for the conservation planner training.

Janice Messner – Staff Report

- **Volunteer Nitrate Monitoring** – Messner reported that we finished the grant by adding six new volunteers this summer. Wermager and Meiners performed the on-site visits while Messner made the contacts and got the commitments.
- **Rain Monitoring Program** – Messner indicated that we work with the State Climatology office to locate volunteers in Houston County to do rain monitoring. Two new individuals have been recruited to fill vacancies.

Messner shared that our 2017 Year-End Audit will start on August 1st with the accountant’s on-site visit.

Old Business - None

New Business

Motion by Stenhoff, seconded by Kruse, approving Job Approval Authority for Ecological Sciences for Dave Walter, Dan Wermager, Bob Scanlan and Jean Meiners.

Voting affirmative: Kruse, Stenhoff and Graf

Opposed: None

Motion carried.

Motion by Stenhoff, seconded by Graf, approving the FY18 Watershed Conservation Planner Initiative Grant Agreement.

Voting affirmative: Kruse, Stenhoff and Graf

Opposed: None

Motion carried.

BUFFER COST SHARE PROGRAM

FY18 Buffer Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Flatten Sisters Farms	FY18Buffer – Forage & Biomass Planting	\$900.00	\$900.00	3 acres @ \$300/acre = \$900.00

Motion by Graf, seconded by Kruse, approving the above listed buffer cost share payment requests for Flatten Sisters Farms. Voting affirmative: Kruse, Stenhoff and Graf Opposed: None Motion carried.

CWMA COST SHARE PROGRAM

FY18 CWMA Cost Share Application

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Gavin Farms LLC	02FY18CWMA	11 acres @ \$100 acre	\$1,100.00	Brush Management (314)	7/12/19
Voight, Ed	04FY18CWMA	10 acres @ \$200/acre	\$2,000.00	Brush Management (314)	7/12/19
Stalsberg, Janice	05FY18CWMA	20 acres @ \$100/acre	\$2,000.00	Brush Management (314)	7/12/19

Motion by Graf, seconded by Kruse, approving funding for the above listed brush management project contracts for Gavin Farms LLC, Ed Voight and Janice Stalsberg.

Voting affirmative: Kruse, Stenhoff and Graf

Opposed: None

Motion carried.

STATE COST SHARE PROGRAM

FY17 State Cost Share Cancellation Request

Vice Chair Welke declared the FY17 State Cost Share Cancellation request for contract #07FY17 Tim Nelson Grassed Waterway (412) project in the amount of \$675.00 granted due to wet conditions.

FY17 State Cost Share Applications

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Solbrack, Darren	10FY17	\$2,700.00	\$2,700.00	Cover Crops	11/1/18
Ingvalson, Mike	11FY17	\$2,700.00	\$2,700.00	Cover Crops	11/1/18
Hoscheit, Cole	12FY17	\$2,700.00	\$1,300.00	Cover Crops	11/1/18

Motion by Stenhoff, seconded by Graf, approving funding for the above listed project contracts for Darren Solbrack, Mike Ingvalson and Cole Hoscheit.

Voting affirmative: Kruse, Stenhoff and Graf

Opposed: None

Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY18 Local Capacity Cover Crop Cost Share Applications

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Hoscheit, Cole	12FY17	\$2,700.00	\$1,400.00	Cover Crops	11/1/18
Hoscheit, Tom	01FY18LC - CC	\$2,700.00	\$2,700.00	Cover Crops	11/1/18
McCormick, Kevin	02FY18LC - CC	\$1,800.00	\$1,800.00	Cover Crops	11/1/18
Wiste, Sharon	03FY18LC - CC	\$540.00	\$540.00	Cover Crops	11/1/18
Rosaaen, Joel	04FY18LC - CC	\$2,700.00	\$2,700.00	Cover Crops	11/1/18

Motion by Stenhoff, seconded by Graf, approving funding for the above listed cover crop project contracts for Cole Hoscheit, Tom Hoscheit, Kevin McCormick, Sharon Wiste and Joel Rosaaen.

Voting affirmative: Kruse, Stenhoff and Graf

Opposed: None

Motion carried.

FY17 Local Capacity Cost Share Application

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Nelson, Tim	03FY17LC	\$900.00	\$675.00	Grassed Waterway (412)	9/1/19
Beckman, Lester Chuck	04FY17LC	\$1,400.00	\$1,050.00	Diversion (362)	6/1/19

Motion by Stenhoff, seconded by Graf, approving funding for the above listed project contracts for Tim Nelson and Lester Beckman.

Voting affirmative: Kruse, Stenhoff and Graf

Opposed: None

Motion carried.

MASWCD – No report.

Water Plan & One Watershed, One Plan

Scanlan reported that this is now all executed. Some additional rip-rap projects in the South Fork area may also be on the horizon.

Committee Reports

FINANCIAL COMMITTEE: Graf & Kruse – No report.

PERSONNEL COMMITTEE: Stenhoff & Welke – No report.

JOINT POWERS FINANCE COMMITTEE: Welke – Walter stated that there will be a meeting on Tuesday, July 31, 2018.

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

Voucher #	Item	Amount
3885	Flatten Sisters Farms – Buffer Forage & Biomass Planting	\$ 900.00
3894	Ronald F. Carlsen – Rent – July	\$ 1,213.19
3895	Kwik Trip – Fuel – SWCD Trucks = \$409.24; Fuel – SRF Truck = \$88.77	\$ 498.01
3896	VISA – Postage = \$21.00; Lodging - Conservation Planner Training = \$314.22	\$ 335.22
3897	Printy Quik – CWMA Printing	\$ 96.19
3898	James Gray – Hayable Buffer Program Yearly Payment	\$ 3,500.00
3899	Gerald Hallum – Hayable Buffer Program Yearly Payment	\$ 5,350.00
3900	Grace Nelson – Hayable Buffer Program Yearly Payment	\$ 150.00
4000	Eitzen State Bank - 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)	\$ 2,000.00
	Total	\$ 14,042.61
	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

Motion by Graf, seconded by Stenhoff, approving the Accounts Payable for July 2018.

Voting affirmative: Kruse, Stenhoff and Graf

Opposed: None

Motion carried.

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

Voting affirmative: Kruse, Stenhoff and Graf

Opposed: None

Motion carried.

Meeting adjourned.

NEXT MEETING – Regular Board Meeting - Thursday, August 9, 2018, 9:00 a.m. Ag Service Center

Approved:

8-9-18

Date

Glenn Kueser

Secretary



Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts

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Caledonia, MN 55921

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MINUTES OF THE ROOT RIVER SWCD

August 9, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on August 9, 2018 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Feldmeier called the meeting to order at 9:07 a.m.

Members Present:

Matt Feldmeier

Cecil Graf

Glenn Kruse

Jerry Welke

Members Not Present:

Roger Stenhoff

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 Welke, approving the minutes from the July 12, 2018 board meeting.

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

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

Voting affirmative: Welke, Kruse and Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: No report at this time.

Agency Report:

Gary Larson, NRCS Report – No report.

Watershed Update

Crooked Creek – Scanlan reported on July 30th the yearly watershed inspection was conducted. A new sinkhole has developed near the Leary site and the sinkhole at the South Fork site remains unchanged.

G-Cubed has submitted a design and cost estimate for the Hammell/Klinski site project. The cost estimate is higher than a previous estimate. The Managers will be meeting with G-Cubed to discuss further. The project is also on the EQIP docket.

Scanlan shared the watershed committee is waiting for closing papers from the attorney to finalize the sale of property near South Fork.

Pond construction has been completed for a landowner and will be receiving a \$3,000 incentive payment.

Committee managers are reviewing a funding assistance request for a pond clean out on a grade stabilization structure.

Bee & Duck Creek – No report.

Bear Creek – Scanlan reported that a cost estimate of approximately \$1,500 was completed for the diversion and grassed waterway work on the Patterson structure site. Patterson signed a cooperators statement but is not in agreement to cover any of the costs.

A sinkhole on the Cedarblade structure was visited by staff and has been fenced off.

Winnebago – No report.

Agency Report:

Dave Walter, SWCD District Manager Report

- ❖ Walter shared the 2018 MCIT Dividend reimbursement will total \$2,040.
- ❖ Walter reported project construction on the following BMPs have taken place this past month: feedlot, push-up pond, streambank, and waterways.
- ❖ Walter indicated his work load also consisted of preparing a proposed 2019 budget.
- ❖ Walter shared information about a proposed cost share project for Gerald Meier. It is a streambank restoration project with a cost estimate of \$10,227.94. With 75% cost share assistance, \$7,670.96.
Motion by Kruse, seconded by Graf, approving cost share assistance in the amount listed, \$7,670.96, when signatures and permits are in place for the project.
Voting affirmative: Welke, Kruse and Graf Opposed: None Motion carried.

Program Reports

- **WCA** –Walter reported he is working with a landowner in Looney Valley who needs to add fill to a wetland so equipment can be moved in for a project. Fill would then be removed when the project is completed.

Walter is working with another landowner in Looney Valley that needs to tunnel under a wetland for a septic system.

Walter shared he is assisting a landowner in Looney Valley with a concern on a RIM easement area that is to be prairie and is now holding unwanted water. It has been identified as a wetland area.

- **Bridge Creek** – Walter shared construction was completed on a grassed waterway and grade stabilization structure for Josh Dahl. There is also a need for critical area planting work on previously constructed waterways at his location.

Staff Reports

Bob Scanlan – Program Reports

- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated that there is approximately \$3,700 available to encumber which is the equivalent of two projects. He shared that he has more interest in the program and grant funding will not be available for application until fiscal year 2020.
- **SWAG** – Scanlan reported that stream monitoring work is going well.
- **MAWQCP** – No report.

- **CCM/Revetment** – Scanlan reported the CCM crew has completed work on the Horihan, Skauge and Schmidt sites. At the Schmidt site the crew anchored cedar trees into the streambank. Work will also be done at the Nigon site.
- **319 Feedlot** – Scanlan informed the board that the zoning office would like us to put a list of priority feedlots together using TMDL and WRAPS information. The list will assist in determining eligibility for federal 319 grant cost share. Funding in the amount of \$1,600 for list preparation and \$8,000 for technical assistance is available to do this work load.
- **Cover Crop (Local Capacity)** – Scanlan reported that he is working with several producers on design plans. Approximately \$4,400 available to encumber the equivalent of two projects.

Jean Meiners – Program Reports

- **Buffer Implementation Program** – Meiners reported that she has measured buffers for two people interested in CP21.
- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated reminder postcards were sent out. Deadline to submit sample kits is September 12, 2018.
- **BMP Projects** – Meiners reported that she has been doing survey and design work on various projects.

Dan Wermager - Program Report

- **WCPI** - Wermager stated that he attended four day training in St. Cloud, MN for conservation planning. He also reported that 20 conservation plans will need to be completed this year. The mailing list will target two priority areas.
- **BMP Projects** – Wermager reported that he has been doing survey and design work on various projects.

Janice Messner – Staff Report

- Messner shared our 2017 Year-End Audit started August 1st with an on-site visit from the accountant.

Old Business - None

New Business

Motion by Graf, seconded by Welke, approving the purchase of a laptop computer at approximately \$1,500.00. FY16 Local Capacity funds are to be used and general funds if necessary.

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

Motion by Kruse, seconded by Graf, approving the SE Volunteer Nitrate Monitoring Network Agreement in the amount of \$2,000 with a term of July 9, 2018 – June 30, 2020.

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

Motion by Graf, seconded by Kruse, approving the 2019 proposed budget.

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

Motion by Kruse, seconded by Welke, approving staff attendance, based on agenda appropriateness, to attend BWSR Academy October 29 – 30, 2018. This is to include registration, lodging and meal expenses.

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

Motion by Graf, seconded by Kruse, approving reasonable cost for a flyover to obtain photos for Conservationist of the Year.

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

BRIDGE CREEK COST SHARE PROGRAM

Motion by Graf, seconded by Kruse, approving Amendment Request #2 for Josh Dahl contract #17BC (pre-approved July 30, 2018) extending the completion date from 7/31/18 to 9/1/18.

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

Bridge Creek Cost Share Application

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Dahl, Josh	25BC	\$2,000.00	\$1,800.00	Critical Area Plantings (342)	9/10/18

Motion by Kruse, seconded by Graf, approving the above listed Bridge Creek cost share project for Josh Dahl (pre-approved August 6, 2018).

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

Bridge Creek Cost Share Payment Requests and re-allocation of slippage funds

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Dahl, Josh	17BC Grade Stabilization Structure	\$ 14,000.00	\$ 13,816.20	\$13,816.20 x 90% = \$12,434.58 Slippage for re-allocation \$165.42
Dahl, Josh	22BC Grassed Waterway	\$ 6,200.00	\$ 7,665.81	\$ 6,200.00 (eligible costs) x 90% = \$5,580.00 - \$3,252.00 (EQIP) = \$2,328.00

Motion by Graf, seconded by Kruse, approving the above listed cost share payment requests for Josh Dahl.

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

CWMA COST SHARE PROGRAM

FY18 CWMA Cost Share Applications

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Eglinton, Casey	06FY18CWMA	3 acres @ \$150 acre	\$450.00	Brush Management (314)	8/9/19
Eglinton, Sally	07FY18CWMA	20 acres @ \$100/acre	\$2,000.00	Brush Management (314)	8/9/19
Good, Sandra	03FY18CWMA	6.67 acres @ \$300/acre	\$2,000.00	Brush Management (314)	8/9/19

Motion by Graf, seconded by Welke, approving funding for the above listed cost share applications for Casey Eglinton, Sally Eglinton and Sandra Good.

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY18 Local Capacity Cover Crop Cost Share Applications

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Carpenter, Mike	05FY18LC – CC	\$2,700.00	\$2,700.00	Cover Crops	11/1/18
VonArx, Brad	06FY18LC – CC	\$2,610.00	\$2,610.00	Cover Crops	11/1/18
VonArx, Robert	07FY18LC – CC	\$2,700.00	\$2,700.00	Cover Crops	11/1/18
Hoscheit, Brad	08FY18LC – CC	\$765.00	\$765.00	Cover Crops	11/1/18
Hoscheit, Brad	09FY18LC - CC	\$1,935.00	\$1,935.00	Cover Crops	11/1/18

Motion by Graf, seconded by Welke, approving funding for the above listed cost share applications for Mike Carpenter, Brad Von Arx, Robert Von Arx and Brad Hoscheit.

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

STATE COST SHARE PROGRAM

FY17 State Cost Share Amendment Request

Motion by Graf, seconded by Kruse, approving the amendment request for contract 09FY17 Tony Hammell for additional funds in the amount \$180.00. The funding source will be FY17 Local Capacity Cost Share Grant.

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

MASWCD – No report.

Water Plan & One Watershed, One Plan - No report.

Committee Reports

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

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

JOINT POWERS FINANCE COMMITTEE: *Welke* – Welke shared that he attended the July 31st meeting. Main topics covered: increase in health insurance for employees; JPB coordinator position and budget. He also shared that their grant application focusing on soil health was denied.

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

Voucher #	Item	Amount
3901	Ronald F. Carlsen – Rent – August	\$ 1,213.19
3902	Kwik Trip – Fuel – SWCD Trucks = \$283.88; Fuel – SRF Truck = \$149.09	\$ 432.97
3903	VISA - SWAG - Supplies = \$0.99; Postage = \$50.00; AIS - Fair Booth Materials = \$390.87; WCPI Education & Training = \$314.22	\$ 756.08
3904	Houston County Ag Society – SWAG & AIS – Fair Booth	\$ 175.00
3905	Olmsted County Finance – Houston County Twp. Nitrate Payment	\$16,828.67
3906	BWSR – WCA Wetland Training	\$ 25.00
3907	Dan Wermager – WCPI – Education & Training Expense	\$ 20.23
3908	Chad Rask – Water Plan – Push-Up Pond	\$ 600.00
3909	Quill Corporation – Office Supplies	\$ 256.43
3910	Josh Dahl - Bridge Creek #17BC Grade Stabilization Structure = \$12,434.58; #22BC Grassed Waterway = \$2,328.00	\$14,762.58
3911	Petty Cash – Field Supply – Keys (Streambank Restoration) = \$6.95; Bear Creek O & M Field Supplies = \$48.37	\$ 55.32
3912	Registration (BWSR Academy)	
	Total	\$35,125.47

Motion by Graf, seconded by Welke, approving the Accounts Payable for August 2018.

Voting affirmative: Kruse, Welke and Graf

Opposed: None

Motion carried.

Supervisor Feldmeier inquired if the SWCD will have a booth at the Houston County Fair. Walter stated that we will. Feldmeier also inquired if there will be a Conservationist of the Year banquet. Scanlan stated that there will be, but no date has been set at this time.

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

Voting affirmative: Kruse, Welke and Graf

Opposed: None

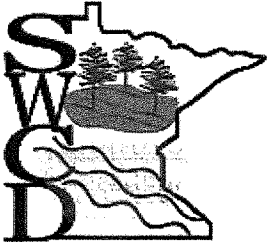
Motion carried.

Meeting adjourned at 10:29 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, September 13, 2018, 9:00 a.m. Ag Service Center

Approved: 9-13-18
Date

Alean Nurse
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 13, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on September 13, 2018 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Feldmeier called the meeting to order at 9:10 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 Welke, approving the minutes from the August 9, 2018 board meeting.

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

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

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

Treasurer's Monthly Report: Graf requested the July and August 2018 treasurer's reports be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report – Walter reported the EQIP application deadline has been extended to October 15, 2018. There are approximately 60 applicants.

Dave Walter, SWCD District Manager Report

- ❖ Walter noted that a staff member's comp time has exceeded 40 hours and asked the board to waive the guidelines of the 40 hour cap on comp time for emergency reasons. **Motion** by Kruse, seconded by Graf, to waive the 40 hour cap guideline in emergency instances.
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.
- ❖ Walter shared he attended Winona SWCD 80th Anniversary celebration and a few details of the event. Walter asked the board if they would like to do an 80th Anniversary celebration this upcoming year. Discussion took

place. The consensus was if there was another celebratory event maybe they could be combined instead of a stand alone event.

- ❖ Walter reported on the August 27th rainfall event. He stated that the Winnebago Valley structures were good as was the Crooked Creek structures. Walter did indicate that a sinkhole fix will be needed on the Koch property located in the Winnebago Valley area. Walter went on to report the damages in Hokah, MN and what was being done to address the areas affected. Several agencies have collaborated together. He noted that the governor had visited the area and emergency fixes were put in place.
- ❖ Walter indicated that the streambank restoration work was completed on the Gerald Meier project. It was indicated that the project held up well to the August 27th rainfall event. He also shared that the federal funding for this project covered the costs for the project and state cost share funds were not needed.

Program Reports

- **WCA** –Walter reported he is working with a landowner on a stream crossing. He went on to say the rest of his WCA workload involved the emergency work needed in Hokah, MN after the August 27th rainfall event.
- **Bridge Creek** – Walter shared the rainfall event on August 27th had affected recently completed projects on the Josh Dahl property. Walter stated that Dahl will be doing the fixes on his own and may wait until spring because of the September 10th seeding deadline date.
- **RCPP Feedlot** – Walter indicated that they have been working with a landowner to acquired funding for a CAP Plan. Funding is being granted through the RCPP program.

Watershed Update

Crooked Creek – Scanlan reported the September meeting will be held Friday, September 21, 2018. He also shared that the watershed committee will be closing, October 11th, on a property sale of 22 acres located near the R-3 South Fork structure.

Scanlan shared the committee and staff has met with G-Cubed and reviewed the design plans for the Hammell/Klinski project. Slight changes have been proposed. These changes consisted of a wider grassed waterway below the structure and to include a PVC liner on the pool side of the structure if good material is insufficient. The project is also on the EQIP docket.

Bee & Duck Creek – No report.

Bear Creek – Scanlan shared the diversion and grassed waterway work on the Patterson structure site will take place next spring. He indicated that the landowner has signed a cooperator statement but will not cover any costs with the project. Scanlan also reported that the sinkhole on the Cedarblade structure has gotten bigger after the August 27th rainfall event.

Winnebago – As Walter reported a sinkhole will need to be addressed on the Koch site.

Staff Reports

Bob Scanlan – Program Reports

- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated that there is \$1,450 available to encumber. He shared the majority of the contracts are for woody invasive treatments.
- **SWAG** – Scanlan reported the last sampling day for 2018 is September 27, 2018.
- **MAWQCP** – No report.
- **CCM/Revetment** – Scanlan reported the CCM crew had completed work on the Horihan, Skauge, Schmidt and Nigon sites prior to the August 27th rainfall event. Scanlan stated the cedar tree placement on the Schmidt and Nigon sites did

not stand up to the flood waters. It was noted that only two anchors had been used verses the four anchors that had previously been used on other sites. Nigon will be re-anchoring trees at his site.

- **319 Feedlot** – Scanlan reported this fall he will be putting together a list of priority feedlots using TMDL and WRAPS information.
- **Cover Crop (Local Capacity)** – Scanlan reported that he is working with several producers on design plans. All funding is encumbered.

Jean Meiners – Program Reports

- **Buffer Implementation Program** – Meiners reported that she has eight sites to check prior to the November deadline.
- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated the deadline to submitting sample kits was September 12, 2018.
- **BMP Projects** – Meiners reported that she has been doing design work on various projects and I & E (Inventory & Evaluation).

Dan Wermager - Program Report

- **WCPI** - Wermager stated that his position objective is to prepare 20 conservation plans within the first year. He shared that he has been training with Gary Larson, NRCS. Wermager indicated that an outreach letter and press release are being drafted. Negotiations between BWSR and NRCS continue regarding a vehicle for the position.

Janice Messner – Staff Report

- Messner shared the 6th Grade Environmental Day will be held September 24th with a rain date of September 25th. The event is being held at Winnebago Springs and 300+ sixth graders from Houston County are expected to be in attendance.

Old Business - None

New Business

Motion by Kruse, seconded by Welke, approving the pay equity report.

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

Motion by Graf, seconded by Stenhoff, approving a \$100 donation to Winnebago Springs for the use of their facilities for the 6th Grade Environmental Day.

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

Motion by Stenhoff, seconded by Graf, approving the request to decline employee health care insurance made by staff, Jean Meiners, along with a clause stating that she may request health care benefits if needed in the future.

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

Meiners shared the Buffer Compliance Review Plan with the board supervisors and stated that it will need to be posted to our website prior to November 1, 2018.

Motion by Graf, seconded by Welke, approving the purchase of an HP LaserJet Pro MFP M570dn printer with the county ordering it on our behalf. Funds up to \$763.25 have been allocated from the FY17 Local Capacity Grant.

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

Motion by Stenhoff, seconded by Kruse, approving the FY19 Local Capacity (\$100,000) & FY19 Buffer Law (\$20,000) grant.

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

Walter shared the SE Area VII MASWCD & MACDE Fall meeting will be September 17th at Winona State University. He indicated that staff is choosing not to attend. Feldmeier asked if any of the board supervisors were interested in attending. None were interested at this time.

Motion by Graf, seconded by Welke, approving the Sub-Agreement between SE SWCD Technical Support Joint Powers Board (TSA) & Root River SWCD in the amount of \$20,000.00.
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

Motion by Welke, seconded by Graf approving a Sub-Agreement between SE SWCD Technical Support Joint Powers Board (TSA) & Root River SWCD in the amount of \$4,173.98 for the Olinger project Planning Phase.
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

CWMA COST SHARE PROGRAM
FY18 CWMA Cost Share Application

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Beckman, Lester	08FY18CWMA	20 acres @ \$100/acre	\$2,000.00	Brush Management (314)	9/13/19

Motion by Graf, seconded by Kruse, approving funding for the above listed cost share application for Lester Beckman.
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

STATE COST SHARE PROGRAM

FY17 State Cost Share Request to Cancel & Re-Allocate Funds

Motion by Graf, seconded by Kruse, approving the landowner request to cancel contract 03FY17 Tom Reburn and re-allocate funds in the amount of \$818.10
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

FY17 State Cost Share Amendment Request

Motion by Kruse, seconded by Graf, approving an amendment request for contract 04FY17 Alan Engstler. Amending the installation date from September 1, 2018 to September 10, 2018.
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

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

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Hammell, Tony	09FY17 Grassed Waterways	\$ 3,090.00	\$ 2,355.01	\$ 2,355.01 x 75% = \$ 1,766.25 Slippage = \$551.25 (\$371.25 FY17 State Cost Share; \$180.00 FY17 Local Capacity)

Motion by Graf, seconded by Kruse approving the above payment request and re-allocation of slippage funds for Tony Hammell's grassed waterway projects contract 09FY17.
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

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

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Engstler, Alan	04FY17 Grass Waterway	\$850.00	\$906.26	\$906.26 x 75% = \$79.70 Requested \$842.50 x 75% = \$631.88 Eligible Slippage = \$5.62

Motion by Graf, seconded by Welke, approving the above payment request and re-allocation of slippage funds for Alan Engstler's grassed waterway project contract 04FY17.
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

FY17 State Cost Share Amendment Request

Motion by Graf, seconded by Stenhoff, approving an amendment request for contract 05FY17 Cecil Nelson allowing all current and future slippage funds from FY17 State Cost Share funding source be used for the 05FY17 contract and any remaining amount up to \$1,992.00 be funded with the FY17 Local Capacity Cost Share funding source.
Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

FY17 State Cost Share Applications

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Pohlman, Brian	13FY17	\$450.00	\$450.00	Cover Crop	11/1/18
Houdek, Wayne	14FY17	\$2,700.00	\$2,700.00	Cover Crop	11/1/18

Motion by Graf, seconded by Welke, approving the above cost share application requests for Brian Pohlman and Wayne Houdek.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM**FY17 Local Capacity Cost Share Application**

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Schmidt, Mike	05FY17LC	\$12,525.00	\$9,393.75	Grade Stabilization Structure	12/31/18

Motion by Graf, seconded by Kruse, approving the above cost share application request for Mike Schmidt.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

FY17 Local Capacity Cost Share Applications

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Boyum, Ruth	06FY17LC	\$4,200.00	\$3,150.00	Grade Stabilization Structure	12/31/18
Boyum, Ruth	07FY17LC	\$2,150.00	\$1,612.50	Diversion	12/31/18

Motion by Graf, seconded by Kruse, approving the above cost share application requests for Ruth Boyum.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

FY18 Local Capacity Cover Crop Cost Share Request to Cancel:

Motion by Graf, seconded by Welke, approving the landowner request to cancel contract 05FY18LC – CC Mike Carpenter and re-allocate funds in the amount of \$2,700.00.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

FY18 Local Capacity Cover Crop Cost Share Applications

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Tessmer, Dave	10FY18LC – CC	\$2,700.00	\$2,700.00	Cover Crops	11/1/18
Allen, Andy	11FY18LC – CC	\$2,700.00	\$2,700.00	Cover Crops	11/1/18
Tostenson, Brian	12FY18LC – CC	\$1,323.90	\$1,323.90	Cover Crops	11/1/18
Tostenson, Brian	13FY18LC – CC	\$451.78	\$451.78	Cover Crops	11/1/18

Motion by Graf, seconded by Welke, approving the above cost share application requests for Dave Tessmer, Andy Allen and Brian Tostenson.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

RCPP FEEDLOT COST SHARE**FY18 RCPP COST SHARE – PLANNING**

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Olinger, Brad	01RCPP-Plan 2018	\$8,000.00	\$3,024.00	CAP Plan	9/4/19

Motion by Welke, seconded by Graf, approving the above cost share planning application for Brad Olinger.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

MASWCD – Scanlan stated that he has submitted an application for the Area VII Conservationist of the Year. Our applicant is Josh Dahl. He also shared that Dahl will be attending the annual convention activities for the Conservationists of the Year.

Water Plan & One Watershed, One Plan - No report.

Committee Reports

FINANCIAL COMMITTEE: Graf & Kruse – No report.

PERSONNEL COMMITTEE: Stenhoff & Welke – No report.

JOINT POWERS FINANCE COMMITTEE: Welke – No report.

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

Voucher #	Item	Amount
3913	Ronald F. Carlsen – Rent – September	\$ 1,213.19
3914	Kwik Trip – Fuel – SWCD Trucks = \$348.10; Fuel – SRF Truck = \$109.18	\$ 457.28
3915	VISA - WCPI Postage = \$250.00; Oil Change & Tire Rotation 2017 GMC = \$81.50	\$ 331.50
3916	B & M Service Center – Oil Change 2008 Ford	\$ 54.20
3917	Hartford Life & Annuity Insurance Co. – Life Insurance Policy – Dave Walter	\$ 90.00
3918	Lind Awards – Conservationist of the Year plaque	\$ 37.58
3919	Quill Corporation – Office Supplies	\$ 49.75
3920	Insight Public Sector - Laptop	\$ 1,570.99
3921	Tony Hammell - #09FY17 Grassed Waterway	\$ 1,766.25
3922	Bob Scanlan – Canoe registration reimbursement	\$ 8.50
3923	Matt Feldmeier – Mileage – 3 rd Qtr. 72 miles @ \$0.545	\$ 39.24
3924	Cecil Graf – Mileage – 3 rd Qtr. 120 miles @ \$0.545	\$ 65.40
3925	Glenn Kruse – Mileage – 3 rd Qtr. 60 miles @ \$0.545	\$ 32.70
3926	Roger Stenhoff – Mileage – 3 rd Qtr. 64 miles @ \$0.545	\$ 34.88
3927	Jerry Welke – Mileage – 3 rd Qtr. 150 miles @ \$0.545	\$ 81.75
3928	Petty Cash – SWAG – Fair Parking Pass	\$ 10.00
3929	Alan Engstler - #04FY17 Grassed Waterway	\$ 631.88
3930	Winnebago Springs – 6 th Grade Environmental Day Donation	\$ 100.00
	Total	\$ 6,575.09

Motion by Graf, seconded by Kruse, approving the Accounts Payable for September 2018.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

Chair Feldmeier adjourned the meeting at 10:23 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, October 11, 2018, 9:00 a.m. Ag Service Center

Approved: 10-11-18
Date

Glenn Kruse
Secretary

- **WCA** –Walter reported a landowner in the La Crescent area had a delineation conducted on property he is interested in developing. The findings indicated there are 10.1 acres of wetland on the property. A TEP meeting will be forthcoming.

Walter shared he has also been working with the City of Hokah on permanent fixes caused by the rainfall event in August. The city has received one estimate and will likely seek out an additional estimate.

Walter stated a landowner in the Mound Prairie area is having problems with a driveway. Diverting water, a culvert and addressing erosion from an upstream landowner would make for a positive outcome.

Walter informed the board a landowner in the Houston area has been excavating in a wetland. The conservation officer was informed and will be following up on it.

- **Bridge Creek** – Walter shared receipts are needed for a project that was completed at Dahls.
- **RCPD Feedlot** – Scanlan share that he is working with a landowner on a new grazing plan. Larson indicated that a landowner in Mayville Twp. will be working with the in-house JPB staff on an engineering plan for a project.

Watershed Update

Crooked Creek – Scanlan reported the September meeting will be held Friday, October 12, 2018. He also shared that the watershed committee closed on a property sale of 22 acres located near the R-3 South Fork structure.

Scanlan indicated that he has been working on preparing materials and submitting them for their yearly audit.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – Scanlan indicated that he will be contacting HSEM in regard to additional funds we are to receive for work that was done on the Staggemeyer site and the Koch site.

Staff Reports

Bob Scanlan – Program Reports

- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated that nine landowners are taking part in this program. The remaining funds are being requested and will be acted on later in today's meeting. He also shared that he has more landowners interested in the program and \$15,000 has been earmarked out of the FY19 Local Capacity funds to continue the program.
- **SWAG** – Scanlan stated as Walter reported sampling for the year has concluded and will resume in May 2019.
- **MAWQCP** – No report.
- **CCM/Revetment** – Scanlan reported the CCM crew has put in more time than what was allotted for by the grant. They have been re-anchoring trees they had replaced earlier this summer on the Schmidt and Nigon sites. Scanlan also shared that he will be submitting an application for additional funding for the upcoming year.

- **319 Feedlot** – Scanlan shared the 319 funding is federal funds and this is Feedlot 7 funds. He also stated that he has completed the priority feedlot list and will be forwarding it to Zoning. He indicated that the focus areas appeared to be Money Creek and Thompson Creek. \$31,000 of which \$8,000 is technical assistance funds will be available as cost share funding for landowners at a rate of 50% cost share.

Jean Meiners – Program Reports

- **Buffer Implementation Program** – Meiners reported that she recently attended a round table meeting regarding the buffer program. She indicated Houston County is 98.8% compliant. Meiners stated that additional funding is to be used for cost share and not technical assistance. She also stated she has eight sites to check prior to the November deadline.
- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated that we are waiting for the lab expenses and will be completing the reporting that is due at the end of October.

Dan Wermager - Program Report

- **WCPI** - Wermager stated that he and Messner put out a mass mailing last week. He also indicated that things are off to a good start. He has field walkovers scheduled and half of the conservation plans are done for his 2018 goal. Wermager shared that he is continuing his training with Gary Larson, NRCS.

Janice Messner – Staff Report

- **Volunteer Nitrate Monitoring Network** - Messner shared she did a mailing of the fall newsletter to the participants in the program from Houston County. She indicated that the program is working with a different lab this year. Test kits were sent out in September and need to be in prior to November 1st.

Old Business - None

New Business

Motion by Stenhoff, seconded by Kruse, approving the FY19 Non-Structural Land Management Practices Implementation Plan. Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

Motion by Graf, seconded by Welke, approving the FY16 Local Capacity Grant Financial Report. Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

Motion by Stenhoff, seconded by Graf, approving authorization for Dave Walter to have cost share contract and amendment request signing authority for one year with the condition of discussing each authorization with the board chair or vice chair prior to the authorization. Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

Motion by Welke, seconded by Graf, approving a one year amendment request for FY17 Programs & Operations Addendum Grant. Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

CWMA COST SHARE PROGRAM

FY18 CWMA & FY19 Local Capacity CWMA Cost Share Application

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Klinski, Gary	09FY18CWMA	\$2,000.00	\$1,450.00 = FY18 CWMA & \$550.00 = FY19 LC - CWMA	Brush Management (314)	10/11/19

Motion by Graf, seconded by Stenhoff, approving funding for the above listed cost share application for Gary Klinski. Voting affirmative: Kruse, Stenhoff, Welke and Graf Opposed: None Motion carried.

3934	Mike Werner – Push-Up Pond (no pipe)	\$ 600.00
3935	Robert Von Arx – Local Capacity Cover Crop - #07FY18LC - CC	\$ 2,700.00
3936	Bob Scanlan – 6 th Grade Environmental Day Expense = \$6.00; Water Plan 6 th Grade Environmental Day Expense = \$6.00	\$ 12.00
3937	Bob Scanlan – Meal – 2/21/18 1W1P	\$ 6.91
3938	Gavin Farms LLC - #02FY18CWMA – Brush Management	\$ 1,100.00
3939	Sharon Wiste – Local Capacity Cover Crop - #03FY18LC – CC	\$ 540.00
3940	Schumacher's Nursery & Berry Farm Inc. - Tree Order - 50% of order	\$ 1,924.50
	Total	\$ 9,198.99

Motion by Welke, seconded by Kruse, approving the Accounts Payable for October 2018.

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

Adjournment

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

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

Meeting adjourned at 10:05 a.m.

NEXT MEETING – Regular Board Meeting - Thursday, November 8, 2018, 1:00 p.m. Ag Service Center

Approved: 11-8-18
Date


Secretary



Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

(507) 724-5261 Ext. 3

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

MINUTES OF THE ROOT RIVER SWCD

November 8, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on November 8, 2018 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:

Janice Messner, Jean Meiners, Dan Wermager and Bob Scanlan – SWCD staff; Eric Ressel – Pheasants/Quail Forever staff.

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Stenhoff, seconded by Graf, approving the minutes from the October 11, 2018 board meeting.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

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

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

Treasurer's Monthly Report: No report at this time.

Agency Reports:

Gary Larson, NRCS Report – Wermager shared there are three fall construction projects. Currently 86 applicants have applied for 2019 EQIP funding. Surveying has started for some of the applications.

Dave Walter, SWCD District Manager Report

- ❖ Scanlan shared that Walter met with Tanner Bruce for Eric Ressel's performance review.
- ❖ Scanlan also reported on various sites that Walter has visited during the past month with erosion concerns.

Program Reports

- **WCA** – Scanlan reported Walter is working with the DNR Conservation Officer on a violation in the Houston area. The landowner was excavating in a wetland. A cease and desist order is being issued.
- **Bridge Creek** – No report.
- **RCPP Feedlot** – No report.

Watershed Update

Crooked Creek – Scanlan reported STS (Sentence to Serve) under the supervision of Craig Welsch is performing maintenance work on the flood control structures in the watershed.

Scanlan stated they will be meeting in December with G-Cubed to discuss plans for the Hammell/Klinski project.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – Scanlan reported he contacted DPS/HSEM regarding reimbursement of additional funds for the work performed on damages from the 2016 flood. The contact Pam Ruble is no longer with the agency. Scanlan stated that Rachael Kraemer will be reviewing the reimbursement requests.

Staff Reports

Bob Scanlan – Program Reports

- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated that a landowner has completed their project and payment request will be made later in today’s meeting.
- **Cover Crop Program** – Scanlan stated eleven landowners have completed their cover crop seeding for the year. Four landowners will be finishing in the near future.
- **Conservationist of the Year** – Scanlan reported that the Dahls have been selected as the Area 7 Conservationist of the Year. They are one of eight vying for the State Conservationist of the Year which will be announced at the luncheon on Tuesday during the MASWCD Annual Convention.

Feldmeier suggested having the supervisors do a field tour to the Dahl location. At that time the local award could be presented to them followed by a pizza luncheon at their farm. Feldmeier stated this might be a nice alternative if the Dahls are not interested in an evening event in their honor.

- **Soil Health** – Scanlan shared the idea of doing a soil temperature study. He stated soil temperature comparisons would be done on conventional, no-till and cover crop soils this winter/spring.

Scanlan reported the SWCD office along with NRCS will be hosting a soil health seminar this winter.

- **CCM/Revetment** – Scanlan reported he has submitted an application for funding to obtain the CCM crew in 2019. The focus of work is streambank improvements and revetment.
- **319 Feedlot** – Scanlan shared he has generated a list of feedlots that are in higher priority areas of the county based on WRAPS and TMDL. The focus areas will include feedlots in the Money Creek and Thompson Creek watersheds. He has provided the county with this list.

Jean Meiners – Program Reports

- **Buffer Implementation Program** – Meiners reported she has eight locations to check. With conditions being too wet the checks are pending.

- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated that we are waiting for the lab to forward the testing results to the state.
- **BMP Projects** – Meiners shared that she has been doing survey and design work.

Dan Wermager - Program Report

- **WCPI** - Wermager stated to date 13 plans of the required 20 have been completed. He is waiting to receive his work station computer. Wermager shared that he is to do two soil health speaking events for grant requirements. There may be a possibility of teaming with Fillmore County to meet this requirement.

Eric Ressel, Farm Bill Biologist

- Ressel stated he would be interested in helping with a soil health event. He also shared that approximately one-third of the 2019 EQIP applications are for the pollinator initiative. Currently there are 35 applications for the initiative and it is the highest of the ecological practices in the state.

Janice Messner – Staff Report

- **Tree Program** - Messner shared the 2019 tree order forms were mailed October 27th. They were accompanied by a fall newsletter. Over 300 were mailed and the order form and newsletter are both available on our website. To date eight orders have been received.

Messner also thanked the board for the opportunity to attend BWSR Academy. She shared that she attended various sessions on outreach and also financial sessions.

Wermager stated that he also attended BWSR Academy. WCPI is covering his registration fee. He also attended various outreach session to enhance skills for his WCPI position.

Old Business - None

New Business

Motion by Graf, seconded by Stenhoff, approving the 2019 health insurance premiums and HSA/VEBA contribution. Single Coverage Health Insurance with a \$3,375 deductible Employee portion \$37.32/mo.; Employer portion \$709.18/mo.; HSA/VEBA \$1,687.50/yr.

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

CWMA COST SHARE PROGRAM

FY18 CWMA Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Heim-Welch, Joan	01FY18CWMA	\$ 2,000.00	\$ 2,000.00	6.66666 acres @ \$300.00/acre = \$2,000.00

Motion by Stenhoff, seconded by Graf, approving the above payment request for Joan Heim-Welch’s brush management project contract 01FY18CWMA.

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

STATE COST SHARE PROGRAM

FY17 State Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Solbrack, Darren	10FY17	\$2,700.00	\$2,700.00	30 acres @ \$30.00/acre x 3 yrs = \$2,700.00
Ingvalson, Mike	11FY17	\$2,700.00	\$2,700.00	30 acres @ \$30.00/acre x 3 yrs = \$2,700.00

Hoscheit, Cole	12FY17	\$625.28	\$625.28	6.95 acres @ \$30.00/acre x 3 yrs = \$625.68
Pohlman, Brian	13FY17	\$450.00	\$450.00	5 acres @ \$30.00/acre x 3 yrs = \$450.00
Houdek, Wayne	14FY17	\$2,700.00	\$2,700.00	30 acres @ \$30.00/acre x 3 yrs = \$2,700.00

Motion by Stenhoff, seconded by Welke, approving the above listed cover crop payment requests for Darren Solbrack #10FY17; Mike Ingvalson #11FY17; Cole Hoscheit #12FY17; Brian Pohlman #13FY17; Wayne Houdek #14FY17.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY17 Local Capacity Cost Share Amendment Request

Motion by Kruse, seconded by Graf approving an amendment request for Mike Schmidt contract #05FY17LC. The amendment request is to change the funding source from the FY17 Local Capacity Cost Share to 1W1P Cost Share. The contract number is also being amended to #01 – 1W1P.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

FY18 Local Capacity Cover Crop Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Hoscheit, Cole	12FY17	\$2,074.32	\$2,074.32	23.05 acres @ \$30.00/acre x 3 yrs = \$2,074.32
Hoscheit, Tom	01FY18LC – CC	\$2,700.00	\$2,700.00	30 acres @ \$30.00/acre x 3 yrs = \$2,700.00
McCormick, Kevin	02FY18LC – CC	\$1,800.00	\$1,800.00	20 acres @ \$30.00/acre x 3 yrs = \$1,800.00
VonArx, Brad	06FY18LC – CC	\$2,610.00	\$2,610.00	29 acres @ \$30.00/acre x 3 yrs = \$2,610.00
Hoscheit, Brad	08FY18LC - CC	\$ 765.00	\$ 765.00	8.5 acres @ \$30.00/acre x 3 yrs = \$765.00
Hoscheit, Brad	09FY18LC – CC	\$1,935.00	\$1,935.00	21.5 acres @ \$30.00/acre x 3 yrs = \$1,935.00

Motion by Stenhoff, seconded by Graf, approving the above listed cover crop payment request for Cole Hoscheit #12FY17; Tom Hoscheit #01FY18LC – CC; Kevin McCormick #02FY18LC – CC; Brad VonArx #06FY18LC – CC; Brad Hoscheit #08FY18LC – CC and #09FY18LC – CC.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

MASWCD – Scanlan shared that he and Walter will be attending the convention and Josh & Stephanie Dahl will be attending the Outstanding Conservationist Luncheon. Messner asked if any supervisors were interested in attending. None will be attending at this point.

Water Plan & One Watershed, One Plan – Wermager stated a One Watershed, One Plan Planning Work Group meeting was held Tuesday, October 23rd with the main topic being project updates. He also shared he attended a WRAC meeting on Wednesday, November 7th. He shared the various grants that Bridgette Timm had applied for on WRAC's behalf.

Committee Reports

FINANCIAL COMMITTEE: Graf & Kruse – No report.

PERSONNEL COMMITTEE: Stenhoff & Welke – No report.

JOINT POWERS FINANCE COMMITTEE: Welke – No report.

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

Voucher #	Item	Amount
3941	Ron Carlsen – Rent – November	\$ 1,213.19
3942	Kwik Trip – Fuel – SWCD Trucks = \$340.48 ; Fuel – SRF Truck = \$59.37	\$ 399.85
3943	VISA - WCA Meal - \$10.30; WCA – Parking Fee = \$3.00; Finance Charge = \$3.82; Postage Trees = \$150.00; Postage = \$50.00; Meals – BWSR Academy = \$58.37; Vehicle Maintenance – Fuel = \$52.63	\$ 328.12
3944	Insight Public Sector, Inc. – Printer – FY17 Local Capacity = \$763.25; Office Machines =	\$ 853.85

	\$90.60	
3945	Troy Frank – Water Plan – Infant Well Testing Reimbursement	\$ 34.00
3946	Olmsted County Finance – Houston County Nitrate Lab Expenses	\$ 2,628.20
3947	Joan Heim-Welch - #01FY18CWMA – Brush Management	\$ 2,000.00
3948	Quill – Office Supplies	\$ 482.75
3949	Brad Hoscheit – Local Capacity Cover Crop - #08 & #09FY18LC – CC	\$ 2,700.00
3950	MASWCD – 2019 MASWCD Convention	\$ 673.50
3951	Tom Hoscheit – Local Capacity Cover Crop - #01FY18LC – CC	\$ 2,700.00
3952	Kevin McCormick – Local Capacity Cover Crop - #02FY18LC – CC	\$ 1,800.00
3953	Brad VonArx – Local Capacity Cover Crop - #06FY18LC – CC	\$ 2,610.00
3954	Darren Solbrack – Cover Crop - #10FY17	\$ 2,700.00
3955	Mike Ingvalson – Cover Crop - #11FY17	\$ 2,700.00
3956	Cole Hoscheit – Cover Crop - #12FY17	\$ 2,700.00
3957	Brian Pohlman – Cover Crop - #13FY17	\$ 450.00
3958	Wayne Houdek – Cover Crop - #14FY17	\$ 2,700.00
3959	Peterson Company, Ltd. – 2017 Financial Audit	\$ 2,750.00
	Total	\$ 32,364.35

Motion by Stenhoff, seconded by Graf, approving the Accounts Payable for November 2018.

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

Feldmeier inquired on the status of the feedlot program for the upcoming year. Scanlan stated to date no agreement has been discussed for 2019.

Adjournment

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

Voting affirmative: Kruse, Stenhoff, Welke and Graf

Opposed: None

Motion carried.

Meeting adjourned at 1:32 p.m.

NEXT MEETING – Regular Board Meeting - Thursday, December 13, 2018, 1:00 p.m. Ag Service Center

Approved: 12-13-18
Date

Glenn Kruse
Secretary



Root River Soil and Water Conservation District

Agricultural Service Center

805 N. Hwy. 44/76, Suite 1

Caledonia, MN 55921

(507) 724-5261 Ext. 3

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

MINUTES OF THE ROOT RIVER SWCD

December 13, 2018

The Root River Soil and Water Conservation District Board of Supervisors met on December 13, 2018 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

Glenn Kruse

Roger Stenhoff

Jerry Welke

Members Not Present:

Cecil Graf

Others:

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

Those present took part in the Pledge of Allegiance.

Minutes: Motion by Stenhoff, seconded by Kruse, approving the minutes from the November 8, 2018 board meeting.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

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

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

Treasurer's Monthly Report: Chair Feldmeier requested the October and November 2018 reports be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report – Walter shared 90 applications to date have been taken for 2019 EQIP funding. The Farm Bill that is in the approval process was briefly discussed.

Dave Walter, SWCD District Manager Report

- ❖ Walter shared that he and Scanlan attended the MASWCD Annual Convention. He stated Donna Rasmussen Fillmore SWCD district manager was awarded State Employee of the Year. He indicated that Josh & Stephanie Dahl attended the program for the Conservationists of the Year along with the luncheon.

Program Reports

- **WCA** – Walter reported the work on the La Crescent Bike Trail project has been completed. The county is working on a cease and desist order for a landowner in the Houston area. The violation is for excavating in a wetland. Walter is following up on a complaint in the Hokah area. He is also reviewing proposed streambank projects.
- **Bridge Creek** – No report.

- **RCPP Feedlot** – Walter reported they are currently working with Olinger to obtain a CAP Plan. Potential applicants for future RCPP funding include Diersen, Olson and Hoscheit.
- **RCPP 1W1P** – Walter indicated he and Wermager attended a 1W1P meeting in Mankato. The RCPP 1W1P grant is a four year grant with a 1:1 match. April 19th is the deadline.

Walter stated that he has been assisting with I & E work load for EQIP.

Watershed Update

Crooked Creek – Scanlan reported they met with G-Cubed on December 7, 2018 to go over plans for the Klinski pond. Slight changes were recommended including the addition of a 60 mil liner on the dike. The total cost of the project is estimated to be \$475,681.67 which is higher than anticipated. Additional funding will need to be sought for the project.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – Scanlan reported Mahr Excavating had visited the office regarding additional reimbursement for work performed on Mike Staggemeyer (Site 2) and MN DNR project as a result of the 2016 flood. Scanlan stated he has contacted DPS/HSEM regarding reimbursement of additional funds for the work performed. Scanlan stated that Rachael Kraemer is reviewing the reimbursement requests.

Staff Reports

Bob Scanlan – Program Reports

- **Cooperative Weed Management Area (CWMA) Grant** – Scanlan stated seven projects will be conducted in spring 2019.
- **Cover Crop Program** – Scanlan stated eleven landowners have completed their cover crop seeding for the year. Two landowners were unable to get their cover crop planted due to poor weather and delayed soybean harvest.
- **Conservationist of the Year** – Scanlan reported that the Dahls have requested a luncheon for the local event this year. It is scheduled for Saturday, January 12, 2019 at Estelle's in Harmony, MN.
- **Soil Health** – Scanlan shared he and Wermager will be doing a soil temperature study. They will be doing soil temperature comparisons on conventional, no-till and cover crop soils during the winter and spring. Soil temperature gauges may need to be purchased for the study. They will also be hosting a seminar on soil health towards spring and will likely look at the topic of herbicides with cover crops.
- **CCM/Revetment** – Scanlan reported he has submitted an application for funding to obtain the CCM crew for 2019. The focus of work is streambank improvements and revetment.

Scanlan also shared that he has submitted an application for the Driftless Area Restoration Effort (DARE) grant. Funds from the CCM grant would act as the needed match for this grant and would be replacing the MN Corn Growers grant funding. The grant funds will assist with outreach and technical assistance for streambank improvements on local streams.

- **319 Feedlot** – Scanlan shared the focus area will include feedlots in the Money Creek and Thompson Creek watersheds.

Jean Meiners – Program Reports

- **Buffer Implementation Program** – Meiners reported she has three locations that did not get checked due to weather conditions. The state was notified and the checks will be completed in spring 2019 along with the scheduled spot checks.

- **Houston County Township Nitrate/Nitrogen Program** – Meiners stated that the lab has forward the testing results to the state. The state will forward the results to us.
- **BMP Projects** – Meiners shared that it has been busy and she has been doing survey and design work.

Dan Wermager - Program Report

- **WCPI** - Wermager stated he has been doing conservation plans in conjunction with EQIP 2019 applications. To date 11 plans have been completed and seven are pending. The year one goal is to have 20 plans completed. The majority of the plans have been in Houston County. One is being done in Winona County and one in Fillmore County at this time. Wermager indicated to date he has received 15 call backs from the mailing that was conducted in fall. He also shared that he and Messner has completed the December 15th semi-annual reporting. Annual reporting will be due in June 2019.

Janice Messner – Staff Report

- **Tree Program** - Messner shared 14 orders were received in November and three in December.

Old Business

Walter stated he has been in contact with Nick Bangs of MN Land Trust. Easement rule changes were discussed and new outreach information is available.

New Business

Motion by Welke, seconded by Stenhoff, approving the MACDE 2019 Membership for staff at \$25.00 per employee.
 Voting affirmative: Kruse, Stenhoff and Welke Opposed: None Motion carried.

Motion by Kruse, seconded by Welke, approving the FY17 Local Capacity Grant Reconciliation Financial Report.
 Voting affirmative: Kruse, Stenhoff and Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Kruse, approving the FY18 Local Capacity Grant Reconciliation Financial Report.
 Voting affirmative: Kruse, Stenhoff and Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Kruse, approving the WCPI Semi-Annual Financial Report.
 Voting affirmative: Kruse, Stenhoff and Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Welke, approving the purchase of three stand-up workstations.
 Voting affirmative: Kruse, Stenhoff and Welke Opposed: None Motion carried.

1W1P COST SHARE PROGRAM

1W1P Cost Share Amendment Request

Motion by Stenhoff, seconded by Kruse, approving the amendment request for contract #01 – 1W1P Schmidt, Mike requesting to amend the allowable cost share percentage from 75% to 90%. This will increase the total amount of cost share available from \$9,393.75 to \$11,272.50. An increase of \$1,878.75.
 Voting affirmative: Kruse, Stenhoff and Welke Opposed: None Motion carried.

1W1P Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Schmidt, Mike	01 – 1W1P	\$ 12,525.00	\$ 12,525.00	\$12,525.00 x 90% = \$11,272.50 Payment Amount

Motion by Stenhoff, seconded by Welke, approving the above payment request for Mike Schmidt’s grade stabilization structure project contract 01 – 1W1P.
 Voting affirmative: Kruse, Stenhoff and Welke Opposed: None Motion carried.

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

Motion by Stenhoff, seconded by Welke, approving the amendment request for contract #24BC Olson, Clair requesting to amend the completion date from 12/31/18 to 4/25/19.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

Bridge Creek Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Dahl, Josh	25BC	\$ 2,000.00	\$ 1,921.03	\$ 1,921.03 x 90% = \$1,728.93 Slippage for re-allocation \$ 71.07

Motion by Kruse, seconded by Stenhoff, approving the above payment request for Josh Dahl's critical area planting project contract 25BC and re-allocation of slippage funds.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM**FY17 Local Capacity Cost Share Amendment Request**

Motion by Kruse, seconded by Stenhoff, approving an amendment request for contract #06FY17LC Boyum, Ruth requesting to amend the completion date of 12/31/18 to 6/1/19.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

Motion by Kruse, seconded by Stenhoff, approving the amendment request for contract #07FY17LC Boyum, Ruth requesting to amend the completion date of 12/31/18 to 6/1/19.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

FY18 Local Capacity Cover Crop Cost Share Payment Request

Name	Project/Contract #	Total Cost Estimate	Actual	Request
Allen, Andy	11FY18LC - CC	\$2,700.00	\$2,700.00	30 acres @ \$30.00/acre x 3 yrs. = \$2,700.00
Tostenson, Brian	12FY18LC - CC	\$1,323.90	\$1,323.90	14.71 acres @ \$30.00/acre x 3 yrs. = \$1,323.90
Tostenson, Brian	13FY18LC - CC	\$451.78	\$451.78	5.02 acres @ \$30.00/acre x 3 yrs. = \$451.78

Motion by Stenhoff, seconded by Welke, approving the above listed cover crop payment request for Andy Allen #11FY18LC - CC; Brian Tostenson #12FY18LC - CC and #13FY18LC - CC.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

FY18 Local Capacity Cover Crop Cost Share Cancellation

It was noted that contract #10FY18LC - CC Tessmer, Dave \$2,700.00 with a completion date of 11/1/2018 has expired and contract #04FY18LC - CC Rosaaen, Joel \$2,700.00 with completion date of 11/1/2018 has also expired. These contracts are being labeled expired. These funds will be available for re-allocation.

STATE COST SHARE PROGRAM**FY17 State Cost Share Amendment Request**

Motion by Welke, seconded by Stenhoff, approving an amendment request for contract #05FY17 Nelson, Cecil requesting to amend the completion date of 12/31/18 to 6/30/19.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

MASWCD - See Agency Report for Dave Walter.

One Watershed, One Plan - Wermager stated an advisory committee meeting was recently held. The focus of the meeting was preparation for an upcoming policy meeting. Also, a Carbon Credits Easement Program being offered by The Nature Conservancy was shared.

Wermager also stated he has recently entered completed projects into an MPCA web based map of the Root River 1W1P area.

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

Voucher #	Item	Amount
3960	Ron Carlsen – Rent – December	\$ 1,213.19
3961	Kwik Trip – Fuel – SWCD Trucks = \$241.42	\$ 241.42
3962	VISA – Lodging MASWCD Convention = \$203.86; Meals MASWCD Convention = \$49.95	\$ 253.81
3963	B & M Service Center – Vehicle Maintenance – 2008 Ford Coil & Oil Change	\$ 211.70
3964	Hartford Life & Annuity Insurance Co. – Life Insurance – Dave Walter #LU1188704	\$ 90.00
3965	MN Dept. of Agriculture – License Renewal	\$ 250.00
3966	Mike Schmidt - #01 – 1W1P – Grade Stabilization Structure	\$11,272.50
3967	MACDE – 2019 MACDE Membership Dues – 5 @ \$25/ea.	\$ 125.00
3968	Andy Allen – Local Capacity Cover Crop - #11FY18LC – CC	\$ 2,700.00
3969	Brian Tostenson – Local Capacity Cover Crop - #12 & #13FY18LC - CC	\$ 1,775.68
3970	Josh Dahl – Bridge Creek - #23BC – Critical Area Planting	\$ 1,728.93
3971	Matt Feldmeier – 4th Qtr. Mileage	\$ 58.86
3972	Cecil Graf – 4th Qtr. Mileage	\$ 43.60
3973	Glenn Kruse – 4th Qtr. Mileage	\$ 32.70
3974	Roger Stenhoff – 4th Qtr. Mileage	\$ 52.32
3975	Jerry Welke – 4th Qtr. Mileage	\$ 49.05
3976	Houston County Treasurer - Maps	\$ 18.00
3977	Josh Dahl – Mileage Reimbursement MASWCD Convention 295 miles @ \$0.545	\$ 160.78
3978	Petty Cash – Finance Charge = \$3.15; Postage = \$0.54; Education – 6 th Grade Day = \$1.07	\$ 4.76
3979	Quill Corporation – Office Supplies	\$ 284.80
3980	BWSR – Remaining Balance BWSR Academy = 1 @ \$20/each; Remaining Balance WCPI BWSR Academy = 1 @ \$20/each	\$ 40.00
3981	Schumacher’s Nursery – Additional Trees	\$ 40.00
	Total	\$ 20,647.10

Motion by Stenhoff, seconded by Welke, approving the Accounts Payable for December 2018.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

Motion by Kruse, seconded by Welke, approving payment of outstanding balance for eligible/allowable work completed in 2017 on contract 02FEMA/HSEM Staggemeyer, Mike (Site 2) and 05FEMA/HSEM MN DNR within the appropriate guidelines of BWSR.

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

Walter shared that he met with the Houston County Administrator and reviewed our proposed 2019 budget. No reductions have been requested to date. Walter also shared that the Administrator felt it was a good opportunity for the county on the 2019 Local Capacity match opportunity.

Committee Reports

FINANCIAL COMMITTEE: Graf & Kruse – No report.

PERSONNEL COMMITTEE: Staff voluntarily exited the meeting. Employee evaluations were reviewed with the board. Staff returned to the meeting. **Motion** Stenhoff, seconded by Kruse, approving a step increase for Dave Walter and Bob Scanlan and a three percent pay increase with no step increase for Dan Wermager (position change) effective pay period one 2019 (December 23, 2018).

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

JOINT POWERS FINANCE COMMITTEE: Welke – No report.

Adjournment

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

Voting affirmative: Kruse, Stenhoff and Welke

Opposed: None

Motion carried.

Meeting adjourned at 2:51 p.m.

NEXT MEETING – Regular Board Meeting - Thursday, January 10, 2019, 1:00 p.m. Ag Service Center

Approved: 1-10-19
Date

Glenn Kuse
Secretary