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

Agenda

January 13, 2016, 1:00 p.m. Regular Meeting
Ag Service Center

2015 Officers

Roger Stenhoff	Chair	**Finance Committee:** Feldmeier & Welke
Matt Feldmeier	Vice-Chair	**Personnel Committee:** Lapham & Graf
Cecil Graf	Secretary	**RC&D:** Stenhoff
Jerry Welke	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Loren Lapham	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

1:00 P.M. Chair call meeting to order.

Flag Pledge

Officers & Appointments

Election of Officers for 2016

Chair
Vice-Chair
Secretary
Treasurer
Reporter

Committee Appointments for 2016

Finance Committee:
Personnel Committee:
RC&D:
RC&D: (appointed Citizen at Large)
State Revolving Fund: [JPB]

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

Minutes: Chair call for additions or corrections to the December 9, 2015 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer request that the December 2015 Report be placed on file for audit.

Approval needed on the following for 2016

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

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

Program Reports

- WCA – *Update*

WATERSHED UPDATES

Crooked Creek

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*

Janice Messner

- Tree Report

OLD BUSINESS

1. Cost of Living Increase – 2.5%

NEW BUSINESS & ACTION ITEMS

1. 2016 Mileage Reimbursement Rate $0.54 per mile – *Motion for approval*
2. Supervisor Per Diem – *Current rate is $75/meeting – Discussion & motion for approval*
3. Corporate Resolution for VISA credit card update with new supervisor – *Motion for approval*
4. Yearly Dues – *Motion for approval*
    - MASWCD 2015 – 2016 Dues - $3,050.86 – *increase of $759.16*
    - Envirothon Dues - $175.00 - *same as last year*
    - SE SWCD Technical Support JPB – 2016 Dues - $500.00 – *same as last year*
    - SE MN Water Resource Board County Dues – 2016 Dues - $4,500.00 – *same as last year*
    - 2016 NACD Membership – Platinum ($3,001 +), Diamond ($1,776 - $3,000), Gold ($775 - $1,775), Silver ($501 - $774), Bronze ($101 - $500), Contributor ($1 - $100)

5. RC & D membership – *Discussion*
6. Houston County Code of Ethics
7. News Article – *received at last meeting*

STATE COST SHARE PROGRAM

MASWCD

MASWCD Leadership Institute for Problem Solving - is to strengthen the leadership capability of SWCD supervisors and staff while addressing current issues that lead to more effective conservation delivery throughout the state.

The 'problem'/issue being addressed is Technology*; specifically on infrastructure, district operations, and landowner services. Cohort participants will develop policy and frameworks to support technology strategies that meet the SWCD needs and are independent, but complimentary, of the USDA and BWSR systems.* ***Registration materials will be sent to the SWCD offices in the near future.***

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Feldmeier & Welke*

PERSONNEL COMMITTEE: *Lapham & Graf*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

- JPM meeting is set for Wednesday, January 27, 2016 at 9:30 a.m. in Oronoco, MN

*****Accounts Payable:***** Chair call for a motion to approve payables

Voucher #	Item	Amount
3508	Ronald F. Carlsen – Office Rent – January	$ 858.79
3509	Kwik Trip – Fuel – SWCD Trucks = $146.54; SRF Truck = $45.60	$ 192.14
3510	VISA – Office Supply -Toner	$ 83.09
3511	MASWCD – 2015-2016 Dues	$ 3,050.86
3512	MCIT – Liability Insurance = $3,197.00; Workers Compensation = $1,914.00	$ 5,111.00
3513	Minnesota Revenue – 2015 Sales & Use Tax	$574.00
3514	Houston County Treasurer – Registration Renewal – 2008 Chevy = $16.00; Registration Renewal – 2008 Ford = $16.00	$32.00
3515	SE SWCD Technical Support JPB – 2016 Dues	$500.00
3516	Goodhue County SWCD – Envirothon Dues	$175.00
3517	SE MN Water Resources Board – 2016 SE MN Water Resources Board County Dues	$4,500.00
3518	Winona State University – MN Corn Growers – Riceford Creek	$1,490.09
	Total	***$ 16,566.97***

Adjournment

NEXT MEETING--- **Regular Meeting, February 10, 2016, 1:00 p.m.** Ag Service Center

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

Agenda

February 10, 2016, 1:00 p.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

1:00 P.M. Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the January 13, 2016 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer request the December 2015 and January 2016 reports be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Buffer Law – *Update*
- Technician Positions – *Update*
- Local Capacity Grant – *Update*
- FY16 State Cost Share Technical Option Request - *Update*

Program Reports

- WCA – *Update*
- Bridge Creek - *Update*

WATERSHED UPDATES

Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*
- MAWQCP - *Update*

Janice Messner

- Tree Report
- Envirothon

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. SE MASWCD 2016 Annual Dues – *Approval needed*
2. 2017 Dues for JPB – *Discussion ($500 to $1,000)*

STATE COST SHARE PROGRAM

MASWCD

MASWCD Leadership Institute for Problem Solving - is to strengthen the leadership capability of SWCD supervisors and staff while addressing current issues that lead to more effective conservation delivery throughout the state.

The 'problem'/issue being addressed is Technology*; specifically on infrastructure, district operations, and landowner services. Cohort participants will develop policy and frameworks to support technology strategies that meet the SWCD needs and are independent, but complimentary, of the USDA and BWSR systems.*

Registration deadline – March 1, 2016 Cost $2,050 plus lodging.

MASWCD Legislative Briefing & Day at the Capitol – March 21 – 22, 2016 – *Conference Registration $80.00. Lodging reservations close March 11th – Embassy Suites St. Paul Downtown - $140 plus tax.*

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

- JPB meeting held Wednesday, January 27, 2016.

*****Accounts Payable:***** Chair call for a motion to approve payables

Voucher #	Item	Amount
3520	Ronald F. Carlsen – Office Rent – February	$ 858.79
3521	Kwik Trip – Fuel – SWCD Trucks = $137.34; SRF Truck = $25.91	$ 163.25
3522	MN State Auditor – 2014 State Audit Review	$ 105.00
3523	Schumacher's Nursery & Berry Farm – Additional Trees	$ 58.75
3524	VISA – AIS- Meal = $27.78; Office Equipment – Printer = $369.98; Postage = $49.00	$ 446.76
3525	Alpha Nurseries, Inc. – Additional Trees	$ 370.38
3526	SE MASWCD – 2016 Annual Dues	$ 500.00
3527	ECM Publishers, Inc. – Tech. Position Ad	$ 22.26
3528	Quill - Toner	$ 760.91
3529	Fillmore SWCD – Soil Health Tech Support	$ 500.00
	Total	***$ 3,786.10***

Adjournment

NEXT MEETING--- **Regular Meeting, March 9, 2016, 1:00 p.m.** Ag Service Center

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

Agenda

March 9, 2016, 1:00 p.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

1:00 P.M. Chair call meeting to order.

Flag Pledge

Introductions

Quail Forever – Dave Klinski

Minutes: Chair call for additions or corrections to the February 10, 2016 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records and Supervisor Per Diems.

Treasurer's Monthly Report: Treasurer request the February 2016 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Technician Positions – *Update*
- FY16 State Cost Share Technical Option Request – *Update*
- 2015 Annual Report

Program Reports

- WCA – *Update*
- MAWQCP - *Update*

WATERSHED UPDATES

Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*

Janice Messner

- Tree Report
- Envirothon – *May 4th at Whitewater State Park, Elba, MN*
- Nitrate Monitoring – *Volunteer Recognition Event, March 29, 2016*

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. FY16 Local Capacity Grant – *Approval needed*
2. Transfer of Funds – *Approval requested*
   - $1,000 to Investment Account – Winnebago Watershed = Second half of 2015 appropriation
   - $1,000 to Investment Account – Bear Creek Watershed = Second half of 2015 appropriation
   - $10,000 to Investment Account – Capital Equipment (Vehicle) = 2015 budgeted amount
3. 2015 Financial Statements – *Extension request has been made*
4. Personnel Policy Updates – *Approval needed*
5. Bridge Creek Contribution Agreement – *Approval needed*
6. Technical Approval Authority – *Approval needed*
7. SE MACDE Area 7 Dues - $10 per employee – *Approval needed*
8. SE MACDE Area 7 meeting – March 31, 2016 at Cascade Meadows, Registration fee $15 per employee – *Approval needed*

STATE COST SHARE PROGRAM

MASWCD

MASWCD Legislative Briefing & Day at the Capitol – March 21 – 22, 2016 – *Conference Registration $80.00. Lodging reservations close March 11th – Embassy Suites St. Paul Downtown - $140 plus tax.*

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

- Technician positions recommendations
- Probationary Review for Bob Scanlan

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

Accounts Payable: Chair call for a motion to approve payables

Voucher #	Item	Amount
3530	Ronald F. Carlsen – Office Rent – March	$ 858.79
3531	Kwik Trip – Fuel – SWCD Trucks = $102.60	$ 102.60
3532	Hartford Life & Annuity Ins. Co. – Life Insurance – Policy # LU1188704 Dave Walter	$ 90.00
3533	VISA – MAWQCP Educational Event - $179.19; JPB – Printer = $233.73; Stamps – 1 roll = $49.00; Meal (Training 3/8 Dave) = $3.50	$ 465.42
3534	Schumacher's Nursery & Berry Farm – Additional Trees	$ 48.00

3535	Matt Feldmeier – Mileage 1st Qtr. 2016	$ 77.76
3536	Cecil Graf – Mileage 1st Qtr. 2016	$ 64.80
3537	Loren Lapham – Mileage 1st Qtr. 2016	$ 71.28
3538	Roger Stenhoff – Mileage 1st Qtr. 2016	$ 172.80
3539	Jerry Welke – Mileage 1st Qtr. 2016	$ 48.60
3540	ECM Publishers, Inc. – Technician Positions (3 wks.)	$ 66.74
3541	Bob Scanlan – NRBG Feedlot Wkshp. Registration = $30.00; NRBG Soil Health Wkshp. Registration = $20.00; NRBG Mileage = 232 miles @ $0.54/mile = $125.28; Meal = $10.73	$ 186.01
3542	SE MACDE Area 7 Dues – 4 @ $10/ea. = $40.00; SE MACDE Area 7 Registration fee – 3 @ $15/ea. = $45.00	$ 85.00
	Total	***$ 2,337.80***

Adjournment

NEXT MEETING--- **Regular Meeting, April 13, 2016, 1:00 p.m.** Ag Service Center

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

Agenda

April 13, 2016, 1:00 p.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]**:** Feldmeier

1:00 P.M. Chair call meeting to order.

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the March 9, 2016 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer request the March 2016 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- SE MACDE Area 7 Meeting held March 31st – *Update*
- Board Supervisor Election Deadline – May 17th thru May 31st
  Terms ending December 31, 2016 for Matt Feldmeier, Loren Lapham and Roger Stenhoff. Also appointed supervisor, Jerry Welke.
- City of La Crescent Wellhead Protection Plan – Public Information Meeting, Thursday, April 21, 2016 at 11:30 a.m. at La Crescent City Hall.

Program Reports

- WCA – *Update*
- MAWQCP - *Update*

WATERSHED UPDATES

Crooked Creek *- Bob*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*

Janice Messner

- Tree Report
- Nitrate Monitoring – *Volunteer Recognition Event, March 29, 2016*
- 2015 Year End Financial Statements

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. Farm Bureau Tour, July 22, 2016 - *Discussion*
2.

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity $ 25,000.00

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Ingvalson, Mike	01FY16LC	$ 3,500.00	$2,625.00	Grassed Waterways - 3	June 1, 2016

BRIDGE CREEK COST SHARE PROGRAM

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

Name	Contract	Total Cost Estimate	90% of Cost Estimate	Other Funding Amount	Cost Share Amount Requested	Project	Completion Date
Howe, Richard	01BC	$ 5,060.00	$ 4,554.00	$ 3,584.00	$ 970.00	Grassed Waterways -7	June 1, 2016
Christensen, Cynthie	02BC	$ 6,300.00	$ 5,670.00	$ 4,541.00	$ 1,129.00	Grassed Waterways - 6	June 1, 2016

MASWCD

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

Accounts Payable: Chair call for a motion to approve payables

Voucher #	Item	Amount
3543	Ronald F. Carlsen – Office Rent – April	$ 858.79
3544	Kwik Trip – Fuel – SWCD Trucks = $119.70; SRF Truck = $67.90	$ 187.60
3545	VISA - Postage = $98.95; Office Supplies = $30.98;Water Plan Meal = $6.36; Vehicle Maintenance – '08 Ford wiper blades = $19.60; Trees – Postage = $27.30; Finance Charge = $3.02	$ 186.21
3546	Becker SWCD – AIS advertising	$ 500.00
3547	Blackburn Mfg. Co. – Flags – 3 boxes	
	Total	***$ 1,732.60***

Adjournment

NEXT MEETING--- **Regular Meeting, May 11, 2016, 9:00 a.m.** Ag Service Center

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

Agenda

May 11, 2016, 9:00 a.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

9:00 A.M. Chair call meeting to order.

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the April 13, 2016 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer request the April 2016 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Board Supervisor Election Deadline – May 17th thru May 31st
  Terms ending December 31, 2016 for Matt Feldmeier, Loren Lapham and Roger Stenhoff. Also appointed supervisor, Jerry Welke.

- Envirothon – May 4, 2016 at Whitewater State Park, Elba, MN.

Program Reports

- WCA – *Update*

- MAWQCP - *Update*

WATERSHED UPDATES

Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*

Janice Messner

- Tree Report

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. MASWCD Resolutions & Resolution Mtg. – Resolution Meeting to be held Wednesday, June 29th at the Stewartville American Legion from 9:15 – 2 pm. Registration fee $10. RSVP by June 17th.

2. District Manager Probationary Period.

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity $ 17,800.00

Cancellation of Local Capacity State Cost Share Contract

Request to cancel contract 01FY16LC for Mike Ingvalson in the amount of $2,625.00 for three grassed waterways.

MASWCD

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

Accounts Payable: Chair call for a motion to approve payables

Voucher #	Item	Amount
3549	Ronald F. Carlsen – Office Rent – May	$ 858.79
3550	Schumacher's Nursery & Berry Farm Inc. - Remaining balance	$ 215.00
3551	VISA - Crooked Creek Watershed - Seed = $314.21and $327.30; AIS – Equipment = $60.78	$ 702.29
3552	Kwik Trip – Fuel – SWCD Trucks = $184.03; SRF Trucks = $39.69	$ 223.72
3553	Houston County Treasurer - Maps - 6 @ $3.00 each	$ 18.00
3554	Beverly Bauer - Conforming Copy Warranty Deed Nicholas Link	$ 4.00
	Total	***$ 2,021.80***

Adjournment

NEXT MEETING--- Regular Meeting, June 8, 2016, 9:00 a.m. Ag Service Center

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

Agenda

June 8, 2016, 9:00 a.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

9:00 A.M. Chair call meeting to order.

Flag Pledge

Introductions

- Nathan Boma, Conservation Corp of MN.

Minutes: Chair call for additions or corrections to the May 11, 2016 board meeting minutes.

Employee Time Records and Board Supervisor Per Diems: Chair call for a motion to approve Employee Time Records and Board Supervisor Per Diems.

Supervisor Per Diem

Feldmeier, Matt – 2nd Qtr. – 3 mtgs. @ $75.00/each	$ 225.00
Graf, Cecil – 2nd Qtr. – 2 mtgs. @ $75.00/each	$ 150.00
Lapham, Loren – 2nd Qtr. – 4 mtgs. @ $75.00/each	$ 300.00
Stenhoff, Roger – 2nd Qtr. – 4 mtgs. @ $75.00/each	$ 300.00
Welke, Jerry – 2nd Qtr. – 4 mtgs. @ $75.00/each	$ 225.00

Treasurer's Monthly Report: Treasurer request the May 2016 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- Crimper – *Safety chains have been added*
- Large sand pile in La Crescent Township near Miller's Corner - *Update*

Program Reports

- WCA – *Update*
- SWAG - *Update*

WATERSHED UPDATES

Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek *– Inspection Tour, May 26, 2016*

Winnebago *– Inspection results.*

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*
- MN Corn Growers - *Update*

Dan Wermager – Program Report

- NFWF – *Update*
- Farm Safety Day held Tuesday, May 17th

Jean Meiners – Program Report

- Buffer Implementation - *Update*

Janice Messner

- 2015 Year End Financial Statement
- FY16 MAWQCP Grant Closeout

OLD BUSINESS

1. Joint Tour - Friday, July 22, 2016 - *Update*

NEW BUSINESS & ACTION ITEMS

1. Bear Creek Inspection Tour – Request to share half of lunch expense – *Approval needed*
2. 2016 Conservationist of the Year - *Discussion*

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity – *Available Funds* **$ 20,425.00**

BRIDGE CREEK COST SHARE PROGRAM

Automatic Contract Termination – Contract # 02BC Cynthie Christensen for grassed waterways. Contract automatically terminated on June 1, 2016.

MASWCD

WATER PLAN

- One Watershed, One Plan – *Joint Powers Agreement review*

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

*****Accounts Payable:***** Chair call for a motion to approve payables

Voucher #	Item	Amount
3555	Ronald F. Carlsen – Office Rent – June	$ 858.79
3556	Kwik Trip – Fuel – SWCD Trucks = $252.63; SRF Trucks = $46.93	$ 299.56
3557	Mark Nigogosyan – Tree & sales tax refund	$ 134.66
3558	Caledonia True Value – Keys (4) = $13.89; Crooked Creek Keys (2) = $6.95	$ 20.84
3559	Hartford Life & Annuity Insurance – Dave Walter Life Insurance	$ 90.00
3560	Janice Messner – Mileage reimbursement	$ 31.86
3561	VISA - MN Corn Growers - Supplies = $1,825.49; Computer - Internet Coupler & Splitter = $$6.40+$5.11; Crooked Creek – Postage = $235.00; SWAG – Ice = $1.99	$2,073.99
3562	Winneshiek SWCD - Bear Creek Watershed Tour	$ 56.64
3563	SHI International Corp. - Local Capacity Computer - Desktop TC M9000	$ 629.00
3564	Recorder Houston County - Conforming Copy Warranty Deed David Thompson	$ 4.00
3565	Matt Feldmeier - Mileage - 3rd Qtr.	$ 58.32
3567	Loren Lapham - Mileage - 3rd Qtr.	$ 71.28
3568	Roger Stenhoff - Mileage - 3rd Qtr.	$ 138.24
3569	Jerry Welke - Mileage - 3rd Qtr.	$ 48.60
	Total	***$ 4,515.78***

Adjournment

NEXT MEETING--- **Regular Meeting, July 13, 2016, 9:00 a.m.** Ag Service Center

Root River Soil and Water Conservation District

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Caledonia, MN 55921
(507) 724-5261 ext. 3
http://co.houston.mn.us/RRSWCD/RRSWCD.aspx

Agenda

July 13, 2016, 9:00 a.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

9:00 A.M. Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the June 8, 2016 board meeting minutes.

Employee Time Records and Board Supervisor Per Diems: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer request the June 2016 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

Program Reports

- WCA – *Update*
- SWAG - *Update*

WATERSHED UPDATES

Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*
- MN Corn Growers - *Update*

Dan Wermager – Program Report

- NFWF – *Update*

Jean Meiners – Program Report

- Buffer Implementation - *Update*

Janice Messner

- Nitrate Monitoring - *Update*

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. BWSR Academy – October 24 – 26, 2016 – Cragun's Resort in Brainerd, MN.
2. Continuing Education – WCA training workshop hosted by MN Chapter of The Wildlife Society - *September 20, 2016 at Cragun's Resort in Brainerd, MN. – Registration fee $20.00 each.*
3. Technical Approval Authority – Ecological Sciences Delegation & Acceptance for Dave Walter, Dan Wermager, Bob Scanlan and Jean Meiners - *Approval needed*
4. 2017 Proposed Budget

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity – *Available Funds* **$ 20,425.00**

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Schulte Farms Ptr., LLC	03FY16LC	$ 12,272.00	$ 9,204.00	Critical Area Planting	9/10/2016
Hagen, Paul	04FY16LC	$ 25,775.00	$ 19,331.25	Terraces - 2	

Local Capacity State Cost Share Payment Request:

Name	Project/Contract #	Estimate	Actual	Request
Troendle, Ed	Grassed Waterways & Rock Crossing # 02FY16LC	$6,100.00	$7,213.37	$6,100.00 x 75% = $4,575.00

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek Cost Share Payment Request:

Name	Project/Contract #	Estimate	Actual	Request
Howe, Richard	Grassed Waterway # 01BC	$1,150.00	$823.67	$823.67 x 90% = $741.30 $741.30 - $734.93 (EQIP payment) = **$6.38**
Howe, Richard & Howe, Liz	Grassed Waterway # 04BC	$2,800.00	$2,522.42	$2,522.42 x 90% = $2,270.18 $2,270.18 - $2,252.58 (EQIP payment) = **$17.60**

MASWCD

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3566	Cecil Graf - Mileage - 3rd Qtr.	$ 64.80
3570	Troendle, Ed - Local Capacity Cost Share - 02FY16LC	$4,575.00
3571	Howe, Richard - Bridge Creek Cost Share - 01BC	$ 6.38
3572	Ronald F. Carlsen – Office Rent July	$ 858.79
3573	Howe, Richard & Howe, Liz - Bridge Creek Cost Share - 04BC	$ 17.60
3574	Petersen Company, Ltd. - Accounting Assistance - PERA	$ 175.00
3575	VISA - SWAG - Ice = $1.99 ; Vehicle Maintenance - 2008 Chevy - $990.40; Meal(3) = $26.39; AIS-Advertising (Shirts) = $170.75; Shirts = $70.95	$1 ,260.48
3576	Speedee Delivery - SWAG Shipping - 6/8/16 = $17.43; SWAG Shipping - 6/22/16 = $16.63	$ 34.06
3577	Quill - Office Supplies = $51.45; Feedlot Office Supplies = $33.60	$ 85.05
3578	Recorder Houston County – RIM Conforming Copy Warranty Deed Thomas and Daniel Arcand = $4.00; Thompson = $6.00	$ 10.00
3579	B & M Service Center – Vehicle Maintenance – 2008 Ford Oil Change	$ 49.20
3580	TrueValue = 3 ft. chain, hitch pin, safety hook = $33.93; Crooked Creek – Paddlock and single cut key = $16.29	$ 50.22
3581	Dan Wermager – Mileage – Nitrate Monitoring 31 miles @ $0.54/mile = $16.74	$ 16.74
3582	Kwik Trip – Fuel – SWCD Trucks = $383.26; SRF Trucks = $49.83	$ 493.34
3583	James Gray – Hayable Buffer Program Yearly Payment	$3,500.00
3584	Gerald Hallum – Hayable Buffer Program Yearly Payment	$5,350.00
3585	Grace Nelson – Hayable Buffer Program Yearly Payment	$ 150.00
3586	Gade, Dan – Push Up Pond w/no pipe	$ 600.00
	Total	***$15,657.14***

Adjournment

NEXT MEETING--- **Regular Meeting, August 10, 2016, 9:00 a.m.** Ag Service Center

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

Agenda

August 10, 2016, 9:00 a.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

9:00 A.M. Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the July 13, 2016 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer request the July 2016 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- MCIT 2016 Dividend Notice - $1,953 (Workers' Compensation = $710 and Property/Casualty = $1,243)

Program Reports

- WCA – *Update*
- SWAG - *Update*

WATERSHED UPDATES

Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*
- MN Corn Growers - *Update*

Dan Wermager – Program Report

- NFWF – *Update*

Jean Meiners – Program Report

- Buffer Implementation - *Update*

Janice Messner

- Nitrate Monitoring - *Update*

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. Local Capacity Amendment – *Approval needed*
2. FY16 Easement Delivery Close Out Financial Report – *Approval needed*
3. Nitrate Monitoring Grant – *Approval Needed*

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity – *Available Funds* **$ 11,221.00**

BRIDGE CREEK COST SHARE PROGRAM

MASWCD

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3589	Ronald F. Carlsen – Office Rent August	$858.79
3590	Quill - Office Supplies = $ 392.07; Feedlot Office Supplies = $16.22	$408.29
3591	SpeeDee Delivery - SWAG Shipping - 7/6/16 = $14.69; SWAG Shipping - 7/19/16 = $14.69	$29.38
3592	VISA - SWAG - Ice & Distilled Water = $4.28; Postage= $47.00; WCA - Lodging Deposit = $100.00	$151.28
3593	MN Dept. of Health - SWAG - Lab Fees	$326.00

3594	Fillmore SWCD - Wage & Benefit = $886.96; Travel/Mileage = $91.96; Lab = $360.00	$1,338.92
3595	Houston County Farm Bureau - Conservation Tour	$50.00
3596	Jean Meiners - Mileage - 52 miles @ $0.54	$28.08
3597	Kwik Trip – Fuel – SWCD Trucks = $317.55; SRF Trucks = $52.71	$370.26
	Total	***$3,561.00***
Transfer	Hayable Buffer Investment Fund to General Fund	$9,000.00
Transfer	General Fund to Investment Fund – Winnebago Watershed	$1,000.00
Transfer	General Fund to Investment Fund – Bear Creek Watershed	$1,000.00

Adjournment

NEXT MEETING--- **Regular Meeting, September 14, 2016, 9:00 a.m.** Ag Service Center

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

Agenda

September 14, 2016, 9:00 a.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

9:00 A.M. Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the August 10, 2016 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer request the August 2016 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- AIS Training, August 22nd
- Technical Training, August 30th

Program Reports

- WCA – *Update*
- SWAG - *Update*

WATERSHED UPDATES

Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*
- MN Corn Growers - *Update*

Dan Wermager – Program Report

Jean Meiners – Program Report

- Buffer Implementation - *Update*

OLD BUSINESS

NEW BUSINESS & ACTION ITEMS

1. Fall Area Meeting, September 21, 2016 – *Approval needed*
2. 6th Grade Environmental Day – September 27, 2016 – *Expense approval needed*
3. Conservationist of the Year Recognition Evening – September 29, 2016 - *Expense approval needed*
4. 2017 Tree Order – *Approval needed*
5. Minnesota Land Trust Program

LOCAL CAPACITY STATE COST SHARE PROGRAM

FY16 Local Capacity – *Available Funds* **$ 19,331.25**

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Hagen, Paul	04FY16LC	$ 25,775.00	$ 19,331.25	Terraces - 2	12/31/16

Local Capacity State Cost Share Payment Request:

Name	Project/Contract #	Estimate	Actual	Request
Schulte Farms Ptr. LLC	Critical Area Planting - # 03FY16LC	$12,272.00	$18,745.18	$12,272.00 x 75% = $9,204.00

BRIDGE CREEK COST SHARE PROGRAM

Name	Contract	Cost Share Amount Requested	Project	Completion Date
Olson, Clair	05BC	$900.00	Cover Crops	11/1/16
Dahl, Josh	06BC	$900.00	Cover Crops	11/1/16

MASWCD

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3598	Ronald F. Carlsen – Office Rent September	$858.79
3599	Quill - Office Supplies = $ 203.05	$203.05
3600	SpeeDee Delivery - SWAG Shipping - 8/9/16 = $14.72; SWAG Shipping - 8/22/16 = $14. 72	$29.44
3601	VISA - SWAG - Ice = $3.98; AIS – Meal = $7.24; Training – Meals = $32.19	$43.41
3602	Kwik Trip – Fuel – SWCD Trucks = $228.15; SRF Trucks = $267.73	$ 495.88
3603	MN Dept. of Health - SWAG - Lab Fees	$326.00
3604	Hartford Life & Annuity Insurance Co. – Life Ins. Policy #LU1188704 Dave Walter	$90.00
3605	Schulte Farms Ptr. LLC - #03FY16LC – Critical Area Planting	$9,204.00
	Total	***$11,250.57***

Adjournment

NEXT MEETING--- **Regular Meeting, October 12, 2016, 9:00 a.m.** Ag Service Center

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

Agenda

October 12, 2016, 9:00 a.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

9:00 A.M. Chair call meeting to order.

Flag Pledge

Introductions

Minutes: Chair call for additions or corrections to the September 14, 2016 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records & Supervisor Per Diems.
Supervisor Per Diem

Feldmeier, Matt – 3rd Qtr. – 4 mtgs. @ $75.00/each	$ 300.00
Graf, Cecil – 3rd Qtr. – 1 mtg. @ $75.00/each	$ 75.00
Lapham, Loren – 3rd Qtr. – 6 mtgs. @ $75.00/each	$ 450.00
Stenhoff, Roger – 3rd Qtr. – 4 mtgs. @ $75.00/each	$ 300.00
Welke, Jerry – 3rd Qtr. – 3 mtgs. @ $75.00/each	$ 225.00

Treasurer's Monthly Report: Treasurer request the September 2016 report be placed on file for audit.

John Beckwith, RC & D

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- EWP
- 6th Grade Environmental Day
- Conservationist of the Year Recognition Event

Program Reports

- WCA – *Update*
  - WCA Training
- SWAG - *Update*

WATERSHED UPDATES
Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek

Winnebago
STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*
- MN Corn Growers - *Update*

Dan Wermager – Program Report

Jean Meiners – Program Report

- Buffer Implementation - *Update*

OLD BUSINESS

1.

NEW BUSINESS & ACTION ITEMS

1. FY17 Buffer Implementation – *Approval needed*
2. Credit Card Signatures – *Approval needed*

STATE COST SHARE PROGRAM
FY15 State Cost Share Grant Closeout – *Approval needed*

FY17 State Cost Share – *Discuss rate when piggybacking with EQIP*

LOCAL CAPACITY STATE COST SHARE PROGRAM

BRIDGE CREEK COST SHARE PROGRAM

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Christensen, Cynthie	07BC	$ 6,000.00	$ 5,400.00	Grade Stabilization Structure – Site 1	December 31, 2016
Christensen, Cynthie	08BC	$ 7,600.00	$ 6,840.00	Grade Stabilization Structure – Site 2	December 31, 2016
Christensen, Cynthie	09BC	$ 5,400.00	$ 4,860.00	Grade Stabilization Structure – Site 3	December 31, 2016
Christensen, Cynthie	10BC	$ 10,300.00	$ 9,270.00	Grade Stabilization Structure – Site 4	December 31, 2016
Christensen, Cynthie	11BC	$ 18,000.00	$ 16,200.00	Grade Stabilization Structure – Site 5	December 31, 2016

MASWCD
2016 Resolutions – All votes need to be submitted to Janice by October 24th.

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

- Staff Reviews

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3606	Alpha Nurseries, Inc. – Tree Order – 25% Deposit	$ 107.92
3607	MN State Nursery Account – State Tree Order	$ 601.00
3608	Ronald F. Carlsen – Office Rent October	$ 858.79
3609	Jean Meiners – Registration Fee Fall Area 7 Mtg.	$ 20.00
3610	Bob Scanlan - Registration Fee, Fall Area 7 Mtg. 9/21/16 = $20.00; Postage Crooked Creek Agenda Packets = $6.80; Buffer Training - Meal = $6.89; Conservationist of Year Expense (Rent) $50.00	$ 83.69
3611	MN Dept. of Health - SWAG - Lab Fees	$ 948.00
3612	VISA – Annual Fee/Credit Card = $25.00; Field Supply = $2.05;WCA – Meals 9/19 – 9/21/16 = $70.13; Postage = $65.80; Newspaper = $2.00; Water Plan – 6th Grade Day Expenses $46.56; 6th Grade Day Expenses = $46.55; Vehicle Maintenance – '08 Chevy – Oil Change & Wiper Blades = $81.00; WCA – Lodging 9/19 – 9/21/16 = $70.08; Conservationist Recognition Night = $7.97; MN Corn Growers – Seed = $312.50	$ 729.64
3613	Lind Awards & Engraving	$ 37.58
3614	Kwik Trip – Fuel – SWCD Trucks = $332.88; SRF Trucks = $65.06	$ 397.94
3615	Matt Feldmeier – 3rd Qtr. Mileage – 160miles @ $0.54/mile	$ 86.40
3616	Cecil Graf – 3rd Qtr. Mileage – 40 miles @ $0.54/mile	$ 21.60
3617	Loren Lapham – 3rd Qtr. Mileage – 240 miles @ $0.54/mile	$ 129.60
3618	Roger Stenhoff – 3rd Qtr. Mileage – 111 miles @ $0.54/mile	$ 59.94
3619	Jerry Welke – 3rd Qtr. Mileage – 90 miles @ $0.54/mile	$ 48.60
3620	Camp Winnebago – 6th Grade Day	$ 100.00
3621	Fillmore SWCD – SWAG	$1,658.34
3622	Schumacher's Nursery & Berry Farm – Tree order – 50% of order	$1,177.50
3623	Petty Cash – SWAG-Ice = $1.99; 6th Grade Environmental Day = $6.75; Water Plan – 6th Grade Environmental Day = $6.75	$ 15.49
	Total	***$7,082.03***

Adjournment

NEXT MEETING--- **Regular Meeting, November 9, 2016, 1:00 p.m.** Ag Service Center

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

Agenda

November 9, 2016, 1:00 p.m. Regular Meeting
Ag Service Center

2016 Officers

Matt Feldmeier	Chair	**Finance Committee:** Feldmeier & Welke
Cecil Graf	Vice-Chair	**Personnel Committee:** Lapham & Graf
Jerry Welke	Secretary	**RC&D:** Stenhoff
Loren Lapham	Treasurer	**RC&D:** Glenn Kinneberg (appointed Citizen at Large)
Roger Stenhoff	Reporter	**State Revolving Fund** [JPB – Finance Committee]: Feldmeier

1:00 P.M. Chair call meeting to order.

Flag Pledge

Minutes: Chair call for additions or corrections to the October 12, 2016 board meeting minutes.

Employee Time Records: Chair call for a motion to approve Employee Time Records.

Treasurer's Monthly Report: Treasurer request the October 2016 report be placed on file for audit.

AGENCY REPORTS

Gary Larson, NRCS District Conservationist Report

Dave Walter, District Manager Report

- MN Land Trust Agreement
- Supervisor Election Results

Program Reports

- WCA – *Update*
- SWAG - *Update*

WATERSHED UPDATES

Crooked Creek - *Bob*

Bee/Duck Creek

Bear Creek

Winnebago

STAFF REPORTS

Bob Scanlan – Program Report

- Feedlot – *Update*

Dan Wermager – Program Report

Jean Meiners – Program Report

- Buffer Implementation – *Update*
  - "Other Waters"

Janice Messner – Program Report

- Trees

OLD BUSINESS

1. FY17 State Cost Share rate

NEW BUSINESS & ACTION ITEMS

1. Employee Health Insurance Premium & Health Savings Account (HSA)/VEBA Contribution – *Approval needed*
   - *Health Insurance Premium - $567.64/mo. for each employee*
   - *HSA/VEBA Contribution - $135.42/mo. for each employee*

STATE COST SHARE PROGRAM

LOCAL CAPACITY STATE COST SHARE PROGRAM

BRIDGE CREEK COST SHARE PROGRAM

MASWCD

Annual Convention, December 4 – 6, 2016 – *Doubletree Hotel Bloomington*

- Registration fees for staff and board supervisors
  - *Complete Convention Registration = $220.00*
  - *One Day Only Registration = $145.00*

- Meal costs for staff, board supervisors and Conservationist of the Year recipients
  - *Monday Awards Luncheon = $28.00 each*
  - *Monday Evening Dinner & Entertainment = $34.00 each*
  - *Tuesday Outstanding Conservationist's Luncheon = $28.00 each*

- Lodging fees for staff and board supervisors
  - *$89/per night for single or double occupancy, plus tax (for reservations prior to November 15th)*

- Conservationist of the Year – *Lodging*

WATER PLAN

- One Watershed, One Plan

COMMITTEE REPORTS

FINANCIAL COMMITTEE: *Lapham & Graf*

PERSONNEL COMMITTEE: *Stenhoff & Welke*

RC & D: *Stenhoff*

JOINT POWERS COMMITTEE: *Feldmeier*

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

Voucher #	Item	Amount
3624	Ronald F. Carlsen – Office Rent – November	$858.79
3625	Kwik Trip – Fuel – SWCD Trucks = $222.78 ; SRF Trucks = $98.94	$321.72
3626	VISA - MN Corn Growers - Field Day Event 10/13/16 = $58.94; Trees - Postage = $94.00; SWAG - Postage = $2.62; Postage = $21.00; Lodging - BWSR Academy = $223.86; Meals - BWSR Academy = $32.94; Vehicle Maintenance - Fuel - BWSR Academy = $54.42	$487.78
3627	Bob Scanlan - Conservationist of Year - Food = $109.86; Crooked Creek - Tire Disposal = $6.00	$115.86
3628	David Skauge - MN Corn Growers - Project Expense (Tree Removal)	$225.00
3629	MN Department of Health - SWAG Lab Fees	$316.00
3630	MASWCD – Convention Registration	$552.00
3631	MN Department of Agriculture - Tree License Renewal	$250.00
3632	Quill Corporation – Office Supplies	$337.70
	Total	***$3,464.85***

Adjournment

NEXT MEETING--- **Regular Meeting, December 14, 2016, 1:00 p.m.** Ag Service Center