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 13, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on January 13, 2016 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:
Cecil Graf
Matt Feldmeier
Loren Lapham
Roger Stenhoff \
Jerry Welke

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

Those present took part in the Pledge of Allegiance.

Officers & Appointments: **Motion** by Feldmeier, seconded by Lapham, approving Matt Feldmeier as Chair, Cecil Graf as Vice Chair, Jerry Welke as Secretary, Loren Lapham as Treasurer and Roger Stenhoff as Reporter.
Voting affirmative: Feldmeier, Graf, Lapham, Welke Opposed: None Motion carried.

Chair Feldmeier lead the remainder of the meeting.

Committee Appointments for 2016
Finance Committee: Lapham & Graf
Personnel Committee: Stenhoff & Welke
RC&D: Stenhoff
RC&D: Glenn Kinneberg, Citizen at Large
State Revolving Fund [JPB Finance Committee]**:** Feldmeier
All were in favor of the committees.

Meeting Date &Time: **Motion** by Stenhoff, seconded by Graf, to hold the monthly Root River SWCD board meetings on the second Wednesday of the month at 8:30 a.m. April – October and 1:00 p.m. November – March at the Ag Service Center in Caledonia, Minnesota.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Minutes: **Motion** by Lapham, seconded by Graf, approving the minutes from the December 9, 2015 board meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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

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

Houston County Treasurer – as depository for all district funds
Bank of the West – as the general checking account
Eitzen State Bank – investment designated reserve and cost-share
MCIT – Bonding & Insurance Liability, Property, and Workman's Compensation insurance
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Agency Reports:

Gary Larson, NRCS Report

- Informed the SWCD Board that he has been working on scoring and ranking EQIP applications. $350,000 worth of applications was taken.
- Shared with the SWCD Board that he has also been taking CRP applications with 2,000 acres being offered for tall prairie grasses.
- Stated to the SWCD Board that soil rental rates range from $180 - $274 per acre with the average being $201 per acre.
- Informed the SWCD Board that engineering projects are being designed prior to signing EQIP contracts.

Dave Walter, SWCD District Report

- Shared with the SWCD Board that Envirothon will be held May 4th at Whitewater State Park. The state competition will take place Mary 16th at Lake Bronson. The national competition will be July 24th – 29th at Trent University, Ontario, Canada.
- Indicated to the SWCD Board that the Conservation Technician positions have been announced and will be appearing in next week's editions of local papers.

Program Reports

- Informed the SWCD Board that we are entering the second year of the SWAG grant and are currently working on putting together a budget for 2016 expenses.
- Reported to the SWCD Board that he and Bob have been doing survey and design work for Bridge Creek EQIP projects. Fillmore SWCD has a grant to achieve 90% cost share for these projects.
- Stated to the SWCD Board that the fourth quarter billing for the Water Plan Committee was being worked on. Verification of 2015 carry over is being reviewed.
- Shared with the SWCD Board that the FY16 Local Capacity Grant work plan has been approved.
- Indicated to the SWCD Board that the TEP committee had met during the past month and reviewed a driveway site along with two State projects near Hokah, MN and also a county highway department project.

Watershed Update:

Crooked Creek – Scanlan shared that supervisors had met on Friday, January 8th. Their meetings are scheduled to take place the second Friday of the month at 2:30 p.m. at the Ag Service Center. Seeding on a pond project was being reviewed as well as a sinkhole fix for a different project.

They are waiting for the results of the NRCS assessment from the November inspection.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago - No report.

Staff Reports:

Bob Scanlan – Program Report

- **Feedlot** – Scanlan shared that he, Walter, Frank and Lochner had met regarding the 2016 program. It was decided that the Root River SWCD could complete 25 – 30 inspections for 2016. During the month of January Scanlan completed two feedlot site inspections, referred two producers to county Zoning for permitting and completed six Level III inspections.

Scanlan also shared that he has been working on survey and design of waterways and a grade stabilization structure for the Bridge Creek program. He also participated in staff training on the MAWQCP (MN Agricultural Water Quality Certification Program). Scanlan shared that he would be attending soil health training in Owatonna the following week.

Janice Messner – Program Report

- **Trees** – Messner shared that sales have been slow. She will be placing a news article in the local papers for the next edition. Lapham suggested a photo be obtained of trees that were planted approximately ten years ago to encourage planting and promoting the trees that the district offers.

- **Envirothon** – Messner reported that she did a mailing to all the high schools in Houston County regarding the event. To date she has not received any responses of interest. She will be contacting previous participants as a follow up to the initial letter.

Old Business

Motion was made by Lapham, seconded by Stenhoff approving a 2016 Cost of Living Increase in the amount of 2.5% for current employees.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Abstained: Graf Motion carried.

New Business

Motion by Lapham, seconded by Stenhoff approving the 2016 IRS Mileage Reimbursement Rate of $0.54 per mile.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Abstained: Graf Motion carried.

Motion by Stenhoff, seconded by Graf approving the supervisor per diem at the current rate of $75 per meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Graf approving adding Welke to the Corporate Resolution for the VISA credit card.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Lapham, seconded by Stenhoff approving the MASWCD 2015 – 2016 dues at the rate of $3,050.86.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Lapham, seconded by Graf approving the 2016 Envirothon Dues in the amount of $175.00.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Welke approving the SE SWCD Technical Support JPB 2016 dues in the amount of $500.00.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Lapham, seconded by Graf approving the SE MN Water Resource Board County Dues for 2016 in the amount of $4,500.00.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff denying the 2016 NACD Membership for the year.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Lapham, seconded by Graf approving the RC & D membership for 2016 and the dues of $300.00.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Walter shared that the Houston Code of Ethics did not need to be signed by the board supervisors since they were not appointed to the board.

Comments were made in regard to a news article presented by Stenhoff.

Motion by Lapham, seconded by Stenhoff approving the purchase of a printer up to $600.00.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

State Cost Share Program – None to report.

MASWCD
Walter shared information with the supervisors on the MASWCD Leadership Institute for Problem Solving.

Water Plan
Walter stated the One Watershed, One Plan Policy Committee met on Monday, January 4th. Section 3 of the policy is now complete and was reviewed by the Policy Committee. The Planning Committee is in the process of reviewing Section 4. Walter indicated that everything was on schedule and budget.

Walter shared that the Houston County Water Plan Committee met on January 7, 2016. It was decided that by-laws should be put in place.

Walter also reported that Dana Kjome has been appointed President of the SE MN Water Resource Board. Along with being President it is required that minutes be taken at these meetings. Walter stated that he would be attending these meetings with Kjome when possible or sending someone in his place to take minutes.

Walter indicated that the DNR has released the Buffer Law maps for the SWCDs to review. Walter stated that he and Scanlan would be reviewing these. He also shared that Tom Gile has taken position with BWSR dealing with the Buffer Law.

Committee Reports

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

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

RC & D: *Stenhoff* – No report.

JOINT POWERS FINANCE COMMITTEE: *Feldmeier*
A JPB meeting is set for Wednesday, January 27, 2016 at 9:30 a.m. in Oronoco, MN.

*****Accounts Payable: *****
Motion by Graf, seconded by Lapham, approving the Accounts Payable for January 2016.

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
3519	Hiawatha Valley Resource Conservation & Development Council Dues	$ 300.00
	Total	***$16,866.97***

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

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

Meeting adjourned at 2:53 p.m.

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

Jean Weller
Secretary

2-10-2016
Date

Root River Soil and Water Conservation District
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MINUTES OF THE ROOT RIVER SWCD
February 10, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on February 10, 2016 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:
Cecil Graf
Matt Feldmeier
Loren Lapham
Roger Stenhoff \
Jerry Welke

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

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Lapham, seconded by Graf, approving the minutes from the January 13, 2016 board meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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

Treasurer's Monthly Report: Lapham requested that the December 2015 and January 2016Treasurer's Reports be placed on file for audit.

Agency Reports:
Gary Larson, NRCS Report

- Shared with the SWCD Board a Land Stewardship meeting is being held Thursday, February 11th in Lewiston, MN. Soil health and the significance of cover crops will be the topic of the meeting. Lance Klessig, NRCS and Myron Sylling, farmer panel member, will be attending.
- Stated to the SWCD Board that he will be doing an educational presentation on pollinator habitat for a workshop in April that is being hosted by the Master Gardeners.
- Informed the SWCD Board that he has been notified that US Fish & Wildlife have funds available to promote monarch butterfly habitat. Larson shared that he would be sending out letters to CRP contract holders that will be installing tall grass prairies. US Fish & Wildlife will be offering free seed to promote the monarch butterfly habitat.

  Feldmeier inquired about the SAFE program. Larson shared that SAFE applications are continually being accepted, but the current allotment of state funds for the 1,900 acre limit has been met. He went on to say that applications would be held till future funding becomes available.

- Shared with the SWCD Board that Quail Forever will be hosting a meeting in March on edge feathering to enhance quail habitat. There are 53 contracts in the county totaling 500 acres in the quail habitat imitative.

Dave Walter, SWCD District Report

- Shared with the SWCD Board that there has been a change with the Buffer Law. All private ditches will no longer be included in the law. He went on to say that this will have very little impact for Houston County. Walter also shared that a webinar training had been held but there were connection difficulties. Currently, we are in a holding stage for further direction on how to proceed with implementing the law.
- Informed the SWCD Board that the Planning Work Group for the One Watershed, One Plan had met and completed Section 4 and are starting the review on Section 5. When the Planning Work Group completes the review of Section 5 the plan will go to the Advisory Committee for review.
- Indicated to the SWCD Board that he and Scanlan had attended an AIS training workshop in St. Peter, MN. Walter shared that DNR had conducted a survey and found that having the SWCD/County involvement with aquatic invasive species program has helped public awareness on the topic. The survey also showed that advertising was ineffective but having individuals at the boat landings with educational information has been successful. It was stated that some counties have developed task force teams for the AIS program.
- Shared with the SWCD Board that he and Messner had attended aBWSR training on allowable costs for billing rates and various methods of calculating billing rates. Time tracking was also discussed.
- Indicated to the SWCD Board that the SWCD has been selected for the CCM Apprenticeship Academy program. Walter will be consulting with CCM on choosing an intern for the summer months.
- Informed the SWCD Board that we are waiting to hear if our MN Corn Growers grant application request will be funded for 2016. The funding will allow continued cedar tree revetment work to be done on the Riceford Creek.

Program Reports

- MAWQCP – Scanlan indicated that he worked with Larry Peterson on an MAWQCP application. He also has been planning an educational seminar on the MAWQCP program. Mark Root and Larry Peterson from the Department of Ag will be presenting. The event will be held at Good Times, Caledonia, MN on February 25th with a pizza luncheon.
- Local Capacity Grant – Walter stated that our work plan has been approved and we are waiting for funds to arrive.
- Technician Positions – Walter shared that applications have been arriving for the positions. Application deadline is February 19th.
- WCA – Walter stated that he continued to work with a landowner on a building permit for a driveway installation crossing a creek. He also worked with another landowner regarding enhancing a wetland area on their property. Walter shared that he has been working with CP Rail in regards to the train derailment south of Brownsville. Wetland area was impacted and is being restored. Additional seeding will be needed in the spring at the derailment location.
- FY16 State Cost-Share Technical Option Request- Walter shared that we had submitted our request in September 2015 and to date we have not heard if our request has been approved. Walter is working with the Board Conservationist to have the statues of our request determined.
- Bridge Creek – Walter reported that the SWCD technical staff has completed survey, design plans and cost estimates for 20 grassed waterways and four grade stabilization structures. They will be meeting with the three landowners to discuss plans and apply for cost-share funding to move the projects forward.

Watershed Update

Crooked Creek – Scanlan shared that supervisors will meet on Friday, February 12th. On their agenda is discussion on grazing approximately 20 acres of property at the South Fork retention dam, yearly dues and the annual audit.

Bee & Duck Creek – Stenhoff shared that he had recently attended an RC & D meeting. Much of the meeting was spent discussing a decline in the RC & D membership. After the meeting Stenhoff met with Beckwith and shared a list of projects that are needed in the Bee Duck Creek watershed. Beckwith indicated that the RC & D is interested in helping fund a project in that watershed. Beckwith will be meeting with Stenhoff and Gary Larson, NRCS about project details in the future.

Staff Report

Bob Scanlan – Program Report

- **Feedlot** – Scanlan shared during the month of January he completed four feedlot site inspections, worked with a producer on spreader calibration adjustments to enhance manure management and performed 21 Level III inspections. He also worked with the county feedlot officer on end-of -year reporting.

  Scanlan also shared that he attended a one day workshop at the NRCS area office on basic engineering and design. He also received additional training on designing waterways and structures.

  Scanlan informed the SWCD Board that he had attended a soil health workshop in Owatonna, MN and an Aquatic Invasive Species workshop in St. Peter, MN with Walter.

Additional Watershed Updates

Bear Creek – No report.

Winnebago - No report.

Staff Report

Janice Messner – Program Report

- **Trees** – Messner shared that sales have picked up since a news article was published in the local papers. Five species are sold out and 110 bundles are still available.

- **Envirothon** – Messner reported that Spring Grove High School expressed interest in having three teams. She stated that she waiting to receive their registration forms.

- **Yearly Reporting** – Messner indicated that e-Link reporting was submitted and is working with the Board Conservationist on the finalization of the reports. She also shared that the Annual Report is near completion and a bid request letter has been sent to Peterson Company Ltd. for the 2015 financial audit.

Old Business

Feldmeier inquired if the SWCD would be funding a position for Ron Meiners in 2016. Walter stated at this time they would not.

Questions were addressed regarding interviews for the two technician positions. Walter and Stenhoff will be conducting the interviews. Feldmeier stated that he would be available to assist if needed.

New Business

Motion by Lapham, seconded by Graf approving the SE MASWCD 2016 annual dues at the rate of $500.00.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

State Cost Share Program – None to report.

MASWCD

Walter shared information with the supervisors on the MASWCD Leadership Institute for Problem Solving.

Information about the Legislative Briefing & Day at the Capitol on March 21 – 22, 2016 was shared. Walter will not be able to attend due to a BWSR audit being performed in the office on the 22nd. Feldmeier stated that he would be attending on behalf of Farm Bureau and would gladly add a few comments on behalf of the SWCD during his appointments with Miller and Davids.

Motion by Lapham, seconded by Graf approving expenses associated with the Legislative Briefing & Day at the Capitol for anyone interested in attending as a representative for the SWCD.

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

Water Plan – See SWCD District Report Update.

Committee Reports

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

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

RC & D: *Stenhoff* – See Bee Duck Creek Watershed report.

JOINT POWERS FINANCE COMMITTEE: Feldmeier shared that he and Walter had attended the JPB meeting on Wednesday, January 27th in Oronoco, MN. A portion of the meeting was dedicated to discussion of adding an additional engineer to the JPB staff to assist with the Mower County area. With that discussion budget and funding of the position was reviewed. It was noted that the JPB annual dues that are paid by the SWCDs does not cover the needed funds for administrative staff. There is a strong possibility that JPB annual dues will increase for 2017 to $1,000.00.

Walter stated during the upcoming month he would be doing a six month review with Scanlan and would share his recommendations with the board. He also stated in April the board will need to do a review of him.

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

Motion by Graf, seconded by Stenhoff, approving the Accounts Payable for February 2016.

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**

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

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

Meeting adjourned at 2:25 p.m.

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

Secretary

3-9-2016
Date

Root River Soil and Water Conservation District
Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
Agricultural Service Center
Caledonia, MN 55921
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MINUTES OF THE ROOT RIVER SWCD
March 9, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on March 9, 2016 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:
Cecil Graf
Matt Feldmeier
Loren Lapham
Roger Stenhoff
Jerry Welke

Others:
Janice Messner, Bob Scanlan and Dave Walter – SWCD staff; Gary Larson – NRCS staff; Dave Klinski, Dave Wedl, Chair Quail Forever.

Those present took part in the Pledge of Allegiance.

Introductions followed with two guests present, Dave Klinski and Dave Wedl on behalf of the local Quail Forever Chapter.

Minutes: **Motion** by Stenhoff, seconded by Lapham, approving the minutes from the February 10, 2016 board meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Employee Time Records: **Motion** by Lapham, seconded Stenhoff, to approve the Employee Time Records and Supervisor Per Diems.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Treasurer's Monthly Report: Lapham requested that the February 2016 Treasurer's Report be placed on file for audit.

Dave Wedl, Chair of the local Quail Forever Chapter and Dave Klinski addressed the Board requesting support in promoting an incentive the Chapter will be offering to increase quail habitat and membership. The Chapter will be offering an incentive payment to individuals who are establishing seeding for quail habitat. Their incentive payment will be 10% up to $250 for seeding expenses. They stated the Chapter will be offering $5,000 to $6,000 for the promotional program and it will be on a first come first serve bases. The SWCD along with NRCS will be supporting this effort with a joint letter (SWCD and NRCS) through the means of a mailing.

Agency Reports:
Gary Larson, NRCS Report

- Shared with the SWCD Board that he and Walter met with an individual who may be interested in becoming an Earth Team Volunteer. The individual has an educational background in soil health.
- Informed the SWCD Board that partners in the Bridge Creek MRBI initiative met March 1st to coordinate efforts.

- Indicated to the SWCD Board that SWCD and NRCS technical staff attended a GSS Technical RPU engineering training. The training focused on grade stabilization structures designed for edge of field.
- Shared with the SWCD Board workload for the upcoming month consists of quality assurance reports for approximate 20 plus applicants.
- Announced to the SWCD Board that 300 to 400 acres of strips (strip cropping) are scheduled for the spring of 2016.

Dave Walter, SWCD District Report

- Shared with the SWCD Board that the FY16 State Cost Share Technical Option Request has been approved by BWSR.

Program Reports

- WCA – Walter stated that he continued to work with a landowner on obtaining permitting for the installation of a road crossing to a building site. The crossing is through a creek. The TEP is involved.

  He also is working with the CP train derailment. A restoration plan is being formed and is near completion. Walter participated in a tour of the area. Water sampling will be done and this spring grading, shaping, seeding and mulching of the area will be done.

  In the Looney Valley area a violation was reported. An excavator was digging in a wetland area to obtain fill to create a berm for a manure run-off issue.

- MAWQCP – Walter indicated that an educational session held on February 25th generated between five to eight applications for the program. Forty invitations to the educational session were sent and approximately 20 attended. The grant funding goal for the program consisted of obtaining ten applicants. To date nine applications have been submitted for consideration.

- RCPP feedlots – Walter shared that we will be working with Joint Powers and Jason Rochester will be working with these projects. The feedlot projects will be funded with federal and state dollars consisting of EQIP and RCPP funds.

Watershed Update

Crooked Creek – Scanlan shared that the managers will meet on Friday, March 18th. On their agenda is discussion regarding a proposal for grazing approximately 20 acres of property at the South Fork retention dam. The grazing is an alternative to chemical spraying and maintenance to control woody vegetation on the site.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago - No report.

Staff Report

Bob Scanlan – Program Report

- **Feedlot** – Scanlan shared during the month of February he completed six feedlot site inspections, worked on two complaint follow-ups and performed four Level III inspections.

  Scanlan also shared that he attended a Grazing and Forage Workshop on February 19th, a Seeding Workshop on February 23rd and Grade Stabilization Design training on March 8th.

  Scanlan shared that he has been approached regarding the SWCD taking on the feedlot permitting duties. He presented the advantages of taking on this workload. With some discussion Walter will contact the county on aspects to the proposal.

Janice Messner – Program Report

- **Trees** – Messner shared an updated tree report. To date 167 bundles have been sold and 86 bundles are currently available.

- **Envirothon** – Messner reported that Caledonia High School has registered a team. April 22nd is registration deadline. Study materials have been sent to the registered team and those that have previously expressed interest.

- **Volunteer Nitrate Monitoring** – a Volunteer Recognition Event will be held on March 29th at the Rushford Community Hall. A light meal will be served and Jim Lundy will be presenting information about the results from the nitrate monitoring testing and how that information is being used. Fillmore, Houston and Winona counties are teaming together for this event.

- **Yearly Reporting** – Messner indicated that financial statements are near completion. We are waiting to receive the District's PERA reporting information. A reporting extension has been requested since the PERA information has not been received.

Old Business

Feldmeier reported he attended a Nitrogen Conference in Rochester, MN on February 23rd. Climate and weather patterns , cover crops and nitrogen management, manure systems, anhydrous ammonia, nitrates in drinking water and canopy sensors were a few of the areas covered. Feldmeier highly recommended the conference.

New Business

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

Motion by Lapham, seconded by Stenhoff, approving the transfer of funds from general funds to investment accounts for Winnebago Watershed ($1,000), Bear Creek Watershed ($1,000) and Capital Equipment ($10,000).
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Walter re-iterated that an extension has been requested due to the timeliness of the needed PERA information.

Walter reviewed small revisions that are needed to the personnel policy. **Motion** by Graf, seconded by Stenhoff, approving the needed revisions.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Lapham, seconded by Stenhoff, approving the Bridge Creek Contribution Agreement between Fillmore SWCD and Root River SWCD.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Welke, giving approval to obtain additional technical approval authority for existing and new staff.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Lapham, approving the SE MACDE Area 7 dues at $10 per employee.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, approving a $15 registration fee per employee to attend the SE MACDE Area meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Walter shared information he had received regarding a joint effort for AIS advertising. This consists of a 30 second television commercial that will air three times per week May through July on Fox Sports North. The cost is $25,000 which will be divided among various counties. Houston County's portion would be $500.00. **Motion** by Lapham, seconded by Welke, approving AIS funds for advertising in a group commercial for the AIS program.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

State Cost Share Program – No report.

MASWCD
Walter reminded the Board of the registration deadline for the Legislative Briefing & Day at the Capitol on March 21 – 22, 2016. Walter will not be able to attend due to our BWSR financial audit.

Water Plan
One Watershed, One Plan – Walter shared that the draft plan has been completed minus the maps. He stated that the Advisory Committee has reviewed the draft plan and changes were made. The Policy Committee will be reviewing the plan in March.

Committee Reports

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

RC & D: *Stenhoff* – No report.

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

*****Accounts Payable: *****
Motion by Graf, seconded by Welke, approving the Accounts Payable for March 2016.

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***

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

Lapham shared that he attended an Organic Conference in La Crosse, WI hosted by MOSES. The focus of the conference was organic farming and cover crops.

Additional Committee Report
PERSONNEL COMMITTEE: *Stenhoff & Welke* – Walter shared that a good selection of applications had been received for the two technician positions. He and Stenhoff scored and ranked all the applicants which resulted in five candidates for interviewing. Interviews were conducted by Walter and Stenhoff and are making the following recommendation to the board to fill the two technician positions.

1. Dan Wermager for immediate hire. Education – Soils and Land Management major, Waters as a minor.
2. Jean Meiners for second technician position when FY16 Local Capacity funds arrive. Previous technician and has administrative skills.
3. Blake Lee – working towards master degree.

4. Chad Myhre – experience in the field (construction).
5. John Hibbs – restoration experience.

Motion by Graf, seconded by Welke, approving the scoring and ranking.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

The benefits for the two positions consist of annual leave at four hours per pay period, sick leave at four hours per pay period, life insurance, health insurance and PERA.

Discussion followed regarding starting rate per hour.

Motion was made by Stenhoff to approve starting the two technicians at $18.00 per hour plus benefits for the top three candidates. If the fourth or fifth candidate accepts the position the starting wage will be $17.00 per hour plus benefits. Motion died for a lack of a second.

Discussion continued.

Motion by Stenhoff, seconded by Graf, approving hiring employees at $18.00 per hour with benefits.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Lapham, seconded by Welke stating if Jean Meiners accepts a position she will be given six hours annual leave per pay period for her years of service to the county.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Messner voluntarily exited the meeting prior to Walter sharing Scanlan's six month review with the Board.

Discussion was held regarding Scanlan's six month review.

Messner returned to the meeting.

Walter recommended to the Board that Bob Scanlan be moved from a probationary employee to a regular full time employee.
Motion by Graf, seconded by Welke, approving Bob Scanlan be moved off probation period to regular full time employee.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Lapham approving a 3% increase to Scanlan's hourly rate of pay.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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

Meeting adjourned at 4:22 p.m.

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

Amy Weller
Secretary

4-13-2016
Date

Root River Soil and Water Conservation District
Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3
http://co.houston.mn.us/RRSWCD/RRSWCD.aspx

MINUTES OF THE ROOT RIVER SWCD
April 13, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on April 13, 2016 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:
Cecil Graf
Matt Feldmeier
Loren Lapham
Roger Stenhoff
Jerry Welke

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

Those present took part in the Pledge of Allegiance.

Introductions followed with new employees, Dan Wermager and Jean Meiners.

Minutes: **Motion** by Stenhoff, seconded by Lapham, approving the minutes from the March 9, 2016 board meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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

Treasurer's Monthly Report: Lapham requested that the March 2016 Treasurer's Report be placed on file for audit.

Agency Reports:
Gary Larson, NRCS Report

- Shared with the SWCD Board that75% of the EQIP applications are moving into contracts at this time.
- Informed the SWCD Board on the Client Gateway program. NRCS way to view conservation through on-line access. The program allows a landowner to view their conservation plan, apply for program funding along with a wide variety of other services and information.
- Indicated to the SWCD Board that a Local Work Group meeting needs to be conducted. He shared that the SWCD board chair is also considered the chair for the Local Work Group and is responsible for appointing membership. Feldmeier set the Local Work Group meeting for May 11th at 10:00 a.m.

Dave Walter, SWCD District Report

- Shared with the SWCD Board that he, Bob and Dan attended the SE MACDE Area 7 meeting held on March 31st. The buffer program was a focal point of the meeting. GIS experienced individual was presenting the mapping portion of the program. At this time Houston County has not been added. SWCD staff will be reviewing maps.

The portion of "Other Waters" is yet to be added. Crooked Creek Watershed Committee and the SWCD board will be asked to weigh in as to what those "other waters" may be within the county.

LeeAnn Buck spoked about teaming with NRCS on trainings.

The topic of Cultural Resources for cost share and EQIP programs was discussed.

- Reported to the SWCD Board regarding Board Supervisor Election Deadline. The sign-up period is from May 17 – May 31st. SWCD board supervisors' terms that will be ending are Matt Feldmeier, Loren Lapham, Roger Stenhoff and appointed supervisor, Jerry Welke.

- Indicated to the SWCD Board that there will be a public information meeting on Thursday, April 21st at 11:30 a.m. at the La Crescent City Hall regarding the City of La Crescent Wellhead Protection Plan.

Program Reports

- WCA – Walter stated that he continued to work with a landowner on the installation of a road crossing (driveway) to a building site. The crossing is through a creek. He also is working with a landowner regarding a pasture area near Hokah.

- MAWQCP – Walter indicated that ten application are now signed which is the goal for the grant.

Walter also shared that he has been training with Wermager and Meiners doing key line work.

Watershed Update

Crooked Creek – Scanlan shared that the managers will meet on Friday, April 15th. They will be reviewing bids to do a reseeding at the Zehner retention dam. A controlled burn was conducted on April 12th on this site. They will also be reviewing a bid to seed the South Fork retention dam. At their March meeting they contracted with a landowner for grazing east of the lake. Fencing project was also discussed.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago - No report.

Bridge Creek – Ron Meiners updated the board on the progress being made in the Bridge Creek area. Two waterways were installed with another project starting at the end of the week. He went on to talk about funding for projects. Landowners that had applied for EQIP funding want to start their projects at this time thus the cost share amounts being requested through Bridge Creek funds has increased to 90% of the project costs. EQIP has been delayed.

Surveying work for next year will be starting soon and feedlot planning is in progress with that work being done with Pete Fryer.

Staff Report

Bob Scanlan – Program Report

- **Feedlot** – Scanlan shared during the month of March he completed one feedlot site inspection and has three other inspections in progress. He also worked on two complaint follow-ups.

  Scanlan also attended the One Watershed One Plan planning work group, advisory committee and policy committee meetings. At those meetings they reviewed the final sections 4 and 5, Joint Powers Agreement, administrative clarifications, and budget for consultant. The final revision with public comment period will be completed in the fall 2016.

Scanlan reported that his technical work consisted of surveying two waterway sites.

With the Crooked Creek program he met with contractors on fencing and seeding projects and coordinated a controlled burn on Zehner retention dam.

Scanlan submitted three news articles, attended a "Feedlot Operator Workshop" and submitted the work plan to MN Corn Growers for the revetment project. He also spent several days drafting the FY18-19 BBR and submitted it.

Janice Messner – Program Report

- **Trees** – Messner shared an updated tree report. To date 197 bundles have been sold and 55 bundles are currently available.

- **Volunteer Nitrate Monitoring** – a Volunteer Recognition Event was held on March 29th at the Rushford Community Hall. Jim Lundy presented information about the results from the nitrate monitoring testing and how that information is being used. Participants presented questions for Lundy. Fillmore, Houston and Winona counties teamed together for this event. One volunteer from Houston County attended with approximately 20 other volunteers from Fillmore and Winona counties.

- **Yearly Reporting** – Messner indicated that financial statements were submitted to the State upon their request as we were waiting to receive needed PERA information for new reporting requirements. The financial statements will need to be amended and re-submitted to the State when we receive our PERA information from the county.

- **BWSR Audit** – Messner shared that the audit went well. BWSR has 90 days to complete their audit and return results to us. Billing rates for the Water Plan were discussed along with the needed changes.

  Messner also stated that the 2016 billing rates have been completed and first quarter invoicing had been completed using the new billing rates.

Old Business - None.

New Business

Walter shared that he has been in contact with a Farm Bureau and they are organizing a tour that will be held Friday, July 22, 2016. The tour will include Riceford Creek streambank revetment projects, Shooting Star, varies buffers, Oak Ridge and Bridge Creek projects. There are various state government officials and local county commissioners that will be in attendance. The SWCD will merge our county commissioner tour with the Farm Bureau tour. **Motion** by Stenhoff, seconded by Welke, allotting $50 towards educational expenses for the tour.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Feldmeier made mention of the possibility of the SWCD becoming a Farm Bureau member. Membership fee is $65 per year. Walter stated that he would check with BWSR to see if SWCDs can do something of this nature.

Messner presented the grant closeout information of the FY16 Conservation Delivery Grant. **Motion** by Graf, seconded by Welke, approving the grant closeout.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

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

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

Motion by Lapham, seconded by Graf, approving the soil erosion and sedimentation project cost share contract for Mike Ingvalson listed above.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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

Name	Contract	Total Cost Estimate	Cost Share Amount Requested	Project	Completion Date
Troendle, Ed	02FY16LC	$ 6,100.00	$4,575.00	Grassed Waterways – 2 and Rock Crossing	June 1, 2016

Motion by Lapham, seconded by Graf, approving the soil erosion and sedimentation project cost share contract for Ed Troendle listed above.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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	$ 1,150.00	$ 1,035.00	$ 0.00	$ 1,035.00	Grassed Waterway -1	June 1, 2016

Motion by Graf, seconded by Lapham, approving the Bridge Creek cost share contract for Richard Howe listed above.
Voting affirmative: Stenhoff, Graf, Lapham, Welke and Feldmeier Opposed: None Motion carried.

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
Christensen, Cynthie	02BC	$ 6,300.00	$ 5,670.00	$ 0.00	$ 5,670.00	Grassed Waterways - 6	June 1, 2016

Motion by Lapham, seconded by Graf, approving the Bridge Creek cost share contract for Cynthie Christensen listed above.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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
Dahl, Josh	03BC	$30,000.00	$27,000.00	$ 0.00	$27,000.00	Waste Facility Cover	November 15, 2016

Motion by Stenhoff, seconded by Lapham, approving the Bridge Creek cost share contract for Josh Dahl listed above.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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/Howe, Liz	04BC	$ 2,800.00	$ 2,520.00	$ 0.00	$ 2,520.00	Grassed Waterways – 5	June 1, 2016

Motion by Graf, seconded by Welke, approving the Bridge Creek cost share contract for Richard Howe/Liz Howe listed above.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

MASWCD

Scanlan shared it is time to purpose/present resolutions ideas. Any resolutions will be discussed and voted on at the May meeting.

Water Plan

One Watershed, One Plan – Scanlan shared that sections four and five are the current focus. Winona County if the fiscal agent for the pilot program with Fillmore County being the administrator.

Committee Reports

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

RC & D: *Stenhoff* – Stenhoff reported that they met on March 28th. He shared that six counties are not participating this year which has raised great concern. Beckwith is trying to obtain funds for projects.

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

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

Motion by Lapham, seconded by Graf, approving the Accounts Payable for April 2016.

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. - Trees - Flags 1 box = $ 69.40; Field Supplies - Flags 2 boxes = $ 138.80	$ 208.20
3548	Petty Cash - AIS Equipment = $6.40; Finance Charge = $1.55; Misc. Charge - Finger printing (Jean Meiners) = $5.00	$12.95
	Total	***$ 1,953.75***

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

Walter brought a request to the Board on purchasing shirts for both the new employees and existing employees. **Motion** was made by Graf, seconded by Lapham, approving the purchase of shirts and hats necessary for all SWCD employees.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Feldmeier inquired about the purchase of an additional vehicle and if current needs are being met. He also asked if adequate office space is available to house the new technicians. Walter indicated that there is adequate office space and in regard to vehicle we do have funds available for the purchase of an additional vehicle.

Additional Committee Report

PERSONNEL COMMITTEE: *Stenhoff & Welke* - Feldmeier stated that a scheduled personnel review is to be conducted today.

Motion was made by Stenhoff, seconded by Graf, to close the meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Meeting was closed at 2:57 p.m. and staff voluntarily dismissed themselves.

Motion was made by Stenhoff, seconded by Graf, to open the meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Meeting was opened at 3:43 p.m.

Feldmeier stated that during the closed session a scheduled personnel review was done for the district manager.

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

Meeting adjourned at 3: 48 p.m.

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

Secretary

5-11-2016
Date

Root River Soil and Water Conservation District
Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3
http://co.houston.mn.us/RRSWCD/RRSWCD.aspx

MINUTES OF THE ROOT RIVER SWCD
May 11, 2016

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

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

Members Present:
Cecil Graf
Matt Feldmeier
Loren Lapham
Roger Stenhoff
Jerry Welke

Others:
Janice Messner, Bob Scanlan, Jean Meiners, 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 Welke, approving the minutes from the April 13, 2016 board meeting.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

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

Treasurer's Monthly Report: Lapham requested that the April 2016 Treasurer's Report be placed on file for audit.

Agency Reports:
Gary Larson, NRCS Report

- Reminded the SWCD Board that the area Local Work Group meeting is being held at 10 a.m. today.
- Shared with the SWCD Board that several miles of grassed waterways have been installed this spring and approximately 500 acres of contour strips have gone in. All staff, both SWCD and NRCS, has helped with this. Larson stated that it has been good training for new technical staff and will result in large soil savings.
- Informed the SWCD Board that it has been a good spring construction season and the summer construction season will consist of the installation of planned grade stabilization structures.
- Indicated to the SWCD Board 2017 resource concerns for EQIP will be discussed at the Local Work Group meeting today.
- Shared with the SWCD Board that conservation compliance letters were recently mailed to HEL landowners. The compliance reviews will be conducted by an individual from the Rochester area office. Approximately 12 reviews will be conducted.
- Indicated to the SWCD Board that he did pollinator habitat presentation during a day long community educational event hosted by the local Master Gardeners organization. The presentations were very well received. Larson also thanked Wermager for creating/providing the PowerPoint presentation that he used.

Dave Walter, SWCD District Report

- Reminded the SWCD Board that supervisor election sign up begins May 17th and closes May 31st. Supervisors' terms that are ending and would need to sign up if interested in running for a consecutive term are Matt Feldmeier, Loren Lapham, Roger Stenhoff and appointed supervisor, Jerry Welke.
- Shared with the SWCD Board that Envirothon was held May 4th at Whitewater State Park. Goodhue County had three teams and took 1st, 2nd and 3rd places. There were two teams from the Metro area that competed amongst themselves since their area no longer has Envirothon. Houston County had three teams from Spring Grove High School. They did not place.
- Informed the SWCD Board that staff worked with five landowners on the installation of grassed waterways. Also staff is working with a landowner on a grade stabilization structure. A cultural resource review is needed before proceeding.

Program Reports

- **Buffer Law Program** – Walter stated that DNR has released maps that include Houston County and they are matching up quite well. Jean Meiners is working on this program and is doing the inventorying.
- **Easement Delivery** – the annual spot check list has arrived. All spot checks will need to be completed by September 28th.
- **WCA** – Walter stated the workload has been steady. He is working with MN DOT regarding the removal of a beaver dam north of the Root River Bridge near Hokah. Responded to a complaint in Crystal Valley. Final permitting was completed regarding the installation of a road crossing (driveway crossing) through a creek to a building site near Houston. He also reported that the CP Rail derailment clean-up is completed and finalized. Additional WCA sites include rip rap of a stream bank in Winnebago Township and Spring Ponds for clean out in sub-division area of Lawrence Lake.

- **MAWQCP** – Walter reported that the grant goal has been met and final reporting will be due in late May.

Watershed Update

Crooked Creek – Scanlan shared that seeding has been completed on the Zehner and South Fork retention dams. A fence installation project is in progress at the South Fork retention dam area. The managers will meet on Friday, May 13th.

Bee & Duck Creek – No report.

Bear Creek – Larson stated that the annual site inspection tour would be happening soon.

Winnebago – Walter stated that he and Jason Rochester will be conducting spot checks on the Winnebago structures within the next few months.

Staff Report

Bob Scanlan – Program Report

- **Feedlot** – Scanlan shared during the month of April he completed five feedlot site inspections and worked on one complaint follow-up. He reported that 18 of the required 25 inspections have been completed.

  Scanlan reported that his technical work consisted of surveying various waterway sites.

  He went on to say that he completed the final BBR report clarifications and submitted them to BWSR.

  Scanlan developed a job description for a new position (Assistant Manager) and updated the District Manager job description.

  Scanlan stated that he worked with staff to generate comments/questions regarding the Buffer program and worked with Wermager and Meiners on field verifications in conjunction with mapping.

  Scanlan reported that he reviewed two erosion control permit applications for Zoning and submitted a news article, "Benefits of Rotational Grazing."

Scanlan helped conduct CRP compliance inspections and worked with the NRCS State Grazing Specialist to do a pasture monitoring project documenting forage growth and management with the goal to conduct a pasture walk later this summer.

Janice Messner – Program Report

- **Trees** – Messner shared that all trees have been sold and a profit was made in spite of the decrease in sales.

Jean Meiners – Program Report

- **Buffer Program** – Meiners reported that she is the lead on this program and has been working on the inventorying.

Dan Wermager – Program Report

- Wermager shared that he was working with a landowner regarding the installation of a waterway.
- **NFWF** – continues to work on reporting for the grant and has a grant deadline date in August 2016.
- Wermager stated that he will be representing the District at the 4th Grade Farm Safety Day on Tuesday, May 17th in Mabel, MN. He will be doing a presentation on dangerous plants multiple times throughout the day.

Walter continued by reporting that the SWAG sampling will begin in June.

Walter concluded program and staff reports by informing the board that the CCM apprentice, Nathan Boma, will be starting May 19th or 20th then will attend orientation training the following week and will be returning to work here at the office on either May 27th or May 31st.

A board supervisor inquired about the performance of the crimper. Walter stated that it has been working well. Feldmeier suggested that safety chains be installed on the crimper.

Old Business

Walter shared that he followed up on an erosion concern on property along Highway 20. He indicated that he spoke with one of the landowners regarding the erosion that was happening in an educative way. Walter stated to the board that no type of enforcement can be done but educating the landowners can.

Walter indicated that tour invites are out for the joint tour with Farm Bureau on July 22, 2016. Walter also shared that he followed up with BWSR regarding the SWCD becoming members of Farm Bureau. BWSR stated that it is not allowed.

New Business

Walter called for MASWCD Resolutions and none were brought forward.

Motion by Stenhoff, seconded by Welke, approving Dave Walter be taken off of the District Manager probationary period.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

Of the FY16 Local Capacity funds $17,800.00 is available for allocation. Funds will need to be allocated by December 2018.

Cancellation of Local Capacity State Cost Share Contract

Motion by Graf, seconded by Lapham approving the cancellation request of contract 01FY16LC for Mike Ingvalson in the amount of $2,625.00 for three grassed waterways.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.
It was stated that Ingvalson installed the waterways on his own but did not meet NRCS standards for cost share eligibility.

MASWCD – No report.

Water Plan
One Watershed, One Plan – Scanlan shared that a Joint Powers Agreement is under review with the hopes of signing by June 27th.

Wermager reported he attended the WRB meeting on Monday, May 9th. The main point of interest - Dahl is currently applying for various grants.

Wermager shared that the Houston County Water Plan Committee met on May 5th.

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Welke brought forward inquires/concerns that he has received regarding a large sand pile in La Crescent Township near Miller's Corner. The concerns of a heavy rain and the sand pile were discussed. Walter stated that he would follow up with La Crescent Township, MN DOT and the landowner.

Committee Reports

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

RC & D: *Stenhoff* – No report.

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

*****Accounts Payable: *****
Motion by Lapham, seconded by Graf, approving the Accounts Payable for May 2016.

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; Buffer – 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	
3554	Beverly Bauer - Conforming Copy Warranty Deed Nicholas Link	$ 4.00
	Total	***$ 2,021.80***

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

Motion by Graf, seconded by Welke to recess.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Recessed at 9:55 a.m.

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

Meeting resumed at 10:53 a.m.

Additional Committee Report
PERSONNEL COMMITTEE: *Stenhoff & Welke* – Walter proposed to the Board the need for an assistant manager position. He shared that technical staff training is currently needed which does not allow for proper administrative time that the district manager position requires. He indicated that Scanlan has been assisting him with the administrative duties during the past month to six weeks. He stated that the chain of command would remain the same. An assistant manager would oversee grant and reporting

oversight, grant application writing, budget program, educational outreach. A purposed position description for the assistant manager position and updated district manager position was distributed to the board and discussed.

Motion by Stenhoff, seconded by Graf, approving the Assistant Manager position description.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, approving the promotion of Bob Scanlan from technician to assistant manager with a six month probationary period.
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, approving the updated District Manager position description.
Voting affirmative: Stenhoff, Graf, Welke Opposed: Lapham Motion carried.

Discussion regarding the hourly wage for the assistant manager was held. Walter suggested that the assistant manager position be given a $1.00 per hour pay increase (Bob Scanlan) and the district manager position be reduced by $1.00 per hour (Dave Walter).
Motion by Stenhoff, seconded by Lapham, approving increasing the hourly wage of assistant manager position by $1.00 per hour (Bob Scanlan) and reducing the district manager position hourly wage by $1.00 per hour (Dave Walter).
Voting affirmative: Stenhoff, Graf, Lapham, Welke Opposed: None Motion carried.

Discussion continued regarding the current annual leave accrual for District staff verses State paid employees. Concern was voiced referencing staff workload and position flexibility.

Feldmeier declared the meeting adjourned at 11:27 a.m.

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

Secretary

6-8-2016
Date

Root River Soil and Water Conservation District
Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3
http://co.houston.mn.us/RRSWCD/RRSWCD.aspx

MINUTES OF THE ROOT RIVER SWCD
June 8, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on June 8, 2016 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:
Matt Feldmeier
Loren Lapham
Roger Stenhoff
Jerry Welke

Members Not Present:
Cecil Graf

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

Those present took part in the Pledge of Allegiance.

It was recognized that Nathan Boma, Conservation Corp of MN apprentice, has started and was out with staff.

Minutes: **Motion** by Stenhoff, seconded by Lapham, approving the minutes from the May 11, 2016 board meeting.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Motion carried.

Employee Time Records: **Motion** by Lapham, seconded Stenhoff, to approve the Employee Time Records and 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

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

Treasurer's Monthly Report: Lapham requested that the May 2016 Treasurer's Report be placed on file for audit.

Agency Reports:
Gary Larson, NRCS Report

- Informed the SWCD Board that the Bear Creek Inspection Tour was held May 26, 2016. Roger Stenhoff, Bob Scanlan and Gary Larson were in attendance. Of the Minnesota sites, two will require attention. Site 8 has livestock damage and there is erosion occurring. A structure or basin may be a possible solution for the erosion and a grazing plan with paddocks may be suggested. Also, a different winter grazing area would be beneficial. The second site is the Lydia Johnson site. State geologist has visited the site regarding the sinkhole issues. There

is a possibility that the determination may be to decommission the structure. A July 2016 meeting between MN and IA is scheduled to discuss this site further.

Motion by Stenhoff, seconded by Welke approving sending a letter with inspection tour results to each structure site owner.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Motion carried.

- Shared with the SWCD Board that construction has been going well. Most projects have upheld recent rain events with the exception of one large waterway project near Hwy. 249. This waterway sustains a large amount of storm water run-off from a portion of the city of Caledonia. Additional seeding and mulching will be applied to this project.

Dave Walter, SWCD District Report

- Reported to the SWCD Board that safety chains have been added to the crimper.
- Informed the SWCD Board that he has followed up with La Crescent Township regarding the large sand pile near Miller's Corner. A plan has now been passed and is in place. Walter stated that he had also contacted MN DOT about the concern and they were in agreeance regarding the situation though it was not their jurisdiction but that of La Crescent Township.

Program Reports

- **WCA** – Walter stated the workload has continued to be steady. CP Rail will be constructing a staging center to replace a bridge. The staging area will be removed when the project is completed and will be considered no loss. CP Rail will also be doing some seeding and mulching at the lookout site to finish work from the train derailment.

  Hokah Wetland Bank project - several met to review the site and gave approval for credits. The Army Corp of Engineers stated that they would have to send it to EPA.

  A site visit was done on a field that had been sprayed with pesticide and was considered a wetland.

  Walter reported that he was meeting with MPCA on June 8th regarding a complaint in Crystal Valley that he had reported on in May.

  Walter shared that he continues to work with the violation site in Money Creek area and the Spring Ponds site that would like to clean out a community pond that is in a wetland area.

- **SWAG** – The first round of sample collection was performed on June 7, 2016.

- **Bridge Creek** – Currently working with a landowner and NRCS to install five grade stabilization structures and grassed waterways prior to December 2016 at which time the landowner is enrolling the area in CRP. After enrollment no additional erosion control work will be permitted.

- **NFWF** – Wermager continues to work on data collection for the program and the final reporting to close the grant in August 2016.

  Walter shared that Wermager has also been involved with survey work on various projects and has been helping with the feedlot and buffer programs. He also shared that Wermager presented on the topic of obnoxious plants at the Farm Safety Day in Mabel, MN on May 17, 2016.

- **Buffer Implementation Program** – Walter stated that Meiners has been inventorying the buffer areas and is making good progress. A mapping problem has been identified and reported to DNR.

  Walter shared that the PRO group from the Houston, MN area has asked that he attend a meeting at Good Times on June 13, 2016. They will be discussing the buffer law.

Walter indicated that additional grant funding may be made available to the counties in Minnesota for enforcement and implementation of the buffer law. Walter shared that Houston County would be interested in partnering with the SWCD. The SWCD would work with the implementation portion and the county would work with the enforcement portion.

Old Business

Walter shared that the joint tour with Farm Bureau is July 22, 2016. The Board was reminded to RSVP. Feldmeier requested that Walter attend a Houston County Commissioner's meeting to encourage their attendance and RSVP. The tour will reach Houston County at approximately 10:15 a.m. at Shooting Star, Spring Grove, MN. Lunch will follow at Supersaw Campground and the tour will proceed to the Riceford Creek revetment project sites and continue to the Bridge Creek and Crystal Creek area.

Walter stated that uniform shirts have been ordered.

Watershed Update

Crooked Creek – Scanlan shared the annual inspection tour will be on June 10th at 9:00 a.m. Aaron Peter, NRCS, will be conducting the inspections. Scanlan stated that the tour is open to anyone who would like to take part.

Scanlan stated that the watershed committee has asked that he put together a newsletter to be distributed to those owning property in the watershed. He also indicated that the fencing project on South Fork retention dam area has been completed and grazing will be allowed.

Bee & Duck Creek – No report.

Bear Creek – See notes in Larson's NRCS report.

Winnebago – Walter stated that he and Jason Rochester have conducted spot checks on the Winnebago structures. At the Koch site the pipe will need to be bent back into shape. At the DNR site the hood had sustained minor damage and has been repaired. The remaining four sites were in good condition.

Staff Report

Bob Scanlan – Program Report

- **Feedlot** – Scanlan shared during the month of May he completed three feedlot site inspections with one being a complaint follow-up, another a follow-up after a filter strip project and the third inspection resulted in the possibility of installing filter strips. Scanlan went on to state that he had completed two Level III inspections and a manure management plan review and update.

  Scanlan reported that he submitted a news article, "Stockpiling of Livestock Manure" to the local newspapers.

  He went on to say that he reviewed an Erosion Control Permit Application for County Zoning and reviewed a WCA site in the Mound Prairie area with County Zoning and Highway Departments.

  Scanlan helped with buffer field verifications and worked with John Zinn, NRCS State Grazing Specialist, on a pasture monitoring project working towards a pasture walk later this summer.

- **MN Corn Growers** - Scanlan stated that he did some administrative work for the Riceford Creek Revetment project.

  Scanlan continued by saying that he had worked with staff and board supervisor Stenhoff on a possible recipient of the 2016 Conservationist of the Year award. He did meet with the proposed recipient and the landowner humbly indicated that they would accept the award if granted to them.

Janice Messner – Program Report

- **2015 Year End Financial Statement** – Messner shared that the 2015 Year End Financial Statements with the PERA information has been submitted. She stated that she worked with the accountant to complete the PERA portion. Messner informed the Board that the 2016 Financial Statement will be difficult as amortization of PERA will need to be done. Messner asked if there were any questions on the 2015 Financial Statements and there were none.

- **MAWQCP** – Messner reported that the grant in the amount of $6,000.00 was all spent with a breakdown in the narratives on the report. She also indicated that approximately $600.00 of in-kind was put toward the grant though in-kind was not a requirement. Messner asked if there were any questions and there were none.

- Messner also shared that she had worked with Scanlan and ordered supplies for the revetment project. She stated that she would be assisting Scanlan with the Crooked Creek newsletter mailing. Messner also reported that she had also submitted a news article/press release provided by BWSR on the buffer program.

New Business

Motion by Stenhoff, seconded by Welke, to reimburse half of the lunch expense for the Bear Creek Inspection Tour.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Motion carried.

Motion by Stenhoff, seconded by Lapham, approving the recommendation of Dan and DonellaGriffin as the 2016 Conservationist of the Year.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

Of the FY16 Local Capacity funds $20,425 is available for allocation.

BRIDGE CREEK COST SHARE PROGRAM

It was noted that an automatic contract termination had occurred on contract # 02BC Cynthie Christensen for grassed waterways. The contract automatically terminated on June 1, 2016.

MASWCD – No report.

Water Plan

One Watershed, One Plan – Scanlan shared that a Joint Powers Agreement has been reviewed by the county attorney. The county attorney felt that the agreement was in order. The Joint Powers Agreement will go before the Policy Committee on June 13, 2016.

Committee Reports

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

RC & D: Stenhoff reported that a grant was awarded to Upper Iowa for a project. He reported that all but one county has now paid their RC & D dues after much discussion earlier this fall when several counties had not paid their dues. Stenhoff reported that he had contacted John Beck in regards to the RC & D project search but has received no word at this point. Stenhoff stated that he would contact Beck again.

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

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

Motion by Welke, seconded by Lapham, approving the Accounts Payable for June 2016.

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***

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

Stenhoff, Feldmeier and Welke all reported that they filed to run for another term on the SWCD Board. Lapham indicated that he would not be running but was aware that two other individuals had filed to run in his district. When asked why he did not refile Lapham indicated that he had filed to run for a different position in the county.

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

Meeting adjourned at 10:29 a.m.

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

Jim Walker
Secretary

7-13-2016
Date

Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3
http://co.houston.mn.us/RRSWCD/RRSWCD.aspx

MINUTES OF THE ROOT RIVER SWCD

July 13, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on July 13, 2016 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:
Matt Feldmeier
Cecil Graf
Loren Lapham
Roger Stenhoff
Jerry Welke

Members Not Present:

Others:
Janice Messner, Bob Scanlan, Dan Wermager and Dave Walter – SWCD staff; Lance Klessig and Gary Larson – NRCS staff; Nathan Boma – CCM apprentice.

Those present took part in the Pledge of Allegiance.

Nathan Boma, Conservation Corp of MN apprentice was introduced.

Minutes: **Motion** by Stenhoff, seconded by Graf, approving the minutes from the June 8, 2016 board meeting.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

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

Supervisor Per Diem

Graf, Cecil – 2nd Qtr. – 2 mtgs. @ $75.00/each	$ 150.00

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

Treasurer's Monthly Report: Lapham requested that the June 2016 Treasurer's Report be placed on file for audit.

Agency Reports:

Gary Larson, NRCS Report

- Informed the SWCD Board that $72,000 has been spent in Houston County with the installation of 5,000 acres of land treatment. Current application period goes through August 19th. Scoring and ranking of this group of applications will follow.
- Shared with the SWCD Board that a soil health demonstration along with the SWCD will be done at the joint tour with Farm Bureau and the SWCD on Friday, July 22nd.
- Indicated to the SWCD Board that CRP status reviews are being conducted.
- Reported to the SWCD Board the SWCD staff, while doing buffer checks, has located eroded sites that would benefit from EQIP funding to rip rap these sites.
- Klessig shared with the SWCD Board that he has taken a technical position with the Winona County SWCD as a Resource Specialist. His last day will be July 29, 2016.

Dave Walter, SWCD District Manager

Program Reports

- **Easement Delivery** – Walter shared that he and Boma have started performing the yearly RIM spot checks selected by BWSR. He went on to say that the remaining checks would be completed by Wermager and Meiners.

- **Construction** – Walter indicated that construction on the Cynthie Christensen waterway project has been completed.

- **WCA** – Walter stated the workload has continued to be steady. He is currently working with:
  - Houston Nature Center on the prospect of incorporating boardwalks;
  - City of Hokah at the Thompson Creek pool area and dike area near the sewer plant;
  - MPCA and joint owners in the Crystal Creek area on a concern with erosion going into a wetland area;
  - CP Rail as preliminary project work is starting on the construction of a staging center to replace a railroad bridge;
  - Landowner in Brownsville Township that is interested in rip rapping a stream bank;
  - Landowner interested in building in the Indian Springs area and two creek crossings are needed;

  He also reported that he followed up on a concern of fill in a wetland area in Hokah Township. No violation was found.

  Walter shared that the TEP panel suggested:
  - Extra fill not be placed in a wetland area for a bridge project along Bush Valley Road;
  - Fill to extend a culvert needed to access a building site on County 6 would need to purchase credits.

SWCD District Report

Managers Meeting – Walter shared he attended a managers meeting on July 12th. Topics included:
- 2017 Cost Share Program Rule Change – projects can be funded 100% when cost-share is piggy backed with EQIP funding. The cost share portion would max out at 75% of the total allowable cost of the project;
- Native grasses buffer strip cover crop funding option. This is a three year program with one payment. A conservation plan is needed, prior cover cropping in not permissible. Payment is $200/acre or a flat fee. Spot checks will be performed on these projects.

Additional Program Reports

- **Buffer Implementation Program** – Walter shared that the mapping deadline is July 27th. The SWCD has already submitted concerns and they are being addressed. A March 2017 deadline is in place for counties to notify DNR of their choice of either including or not including other waters for mapping. Also, the March 2017 deadline is in place for counties to determine enforcement responsibilities along with having their buffer ordinances updated. Walter stated that Scanlan will be working with Rick Frank, County Zoning Department and Sam Jandt, County Attorney to hold public meetings to update the current ordinance.

- **SWAG** – The second round of sample collection was done by Wermager and Boma.

- **Bridge Creek** – Action on completed project contracts will be discussed later in the meeting.

Watershed Update

Crooked Creek – Scanlan shared the annual inspection tour was held on June 10th. Aaron Peter, NRCS, conducted the inspections with Scanlan's assistance. Peter provided the inspection reports that showed routine maintenance was needed such as removal of saplings and parsnip. Scanlan stated that Boma and Wermager have started the needed maintenance.

Scanlan submitted the watershed's annual report to BWSR.

Bee & Duck Creek – Stenhoff stated there has been no activity.

Bear Creek –Larson stated that the inspection letters have been sent to the landowners.

Winnebago – No report.

Staff Report

Bob Scanlan – Program Report

- **Feedlot** – Scanlan shared during the month of June he completed six feedlot site inspections and completed a manure management plan review.

- **MN Corn Growers** – Scanlan reported that the areas to be covered this year included the continuation of the Breitenbach reach, Mehus and Skauge areas. He stated that he assisted the CCM crew with surveying and 16 areas were identified as high priority. A neighbor meeting will occur next week with landowners, CCM, Nelson and others to discuss pre-work. Also, Scanlan said he had performed some administrative work for the project.

Scanlan reported that he submitted a news article, "Root River One Watershed, One Plan Submitted for State Review" to the local newspapers. In addition to this he attended a BWSR meeting discussing relevant topics (Buffer, 1W1P, Capacity funding and other various items).

He went on to say that he attended a "PRO" meeting one evening to discuss the buffer law and attended a "Buffer Program" informational meeting in Rochester with staff.

Scanlan continued to help with buffer field verifications and continued to work with John Zinn, NRCS State Grazing Specialist, on the pasture monitoring project.

Scanlan met with Dan Griffin, 2016 Conservationist of the Year, and toured his farm. He also interviewed Griffin for State Conservationist of the Year and will be submitting the application in August or early September.

Dan Wermager – Program Report

- **NFWF** – Wermager shared that he and Messner will be completing the final reporting for the grant in August. All goals were either meet or exceeded except one.

Jean Meiners – Program Report

- **Buffer Implementation** – Walter reported that he had met with the commissioners regarding the buffer law and the workload. At the same time he invited the commissioners to participate in the upcoming joint Farm Bureau and SWCD tour. Walter shared that Meiners has visited half of the sites thus far but will be ceasing at the end of July due to decreased visibility and access to sites.

Janice Messner – Program Report

- **Nitrate Monitoring** – Messner reported that the grant in the amount of $2,000.00 has all been spent. She shared with Wermager's assistance along with Scanlan and CCM apprentice, Boma we are bringing on board 24 – 26 new volunteers to participate in the nitrate monitoring program. They will replace some volunteers that are no longer involved in the program as well as covering areas where no volunteer had existed.

Old Business

Feldmeier shared Farm Bureau's position on BWSR's MAWQCP program.

New Business

Motion by Stenhoff, seconded by Lapham, approving two staff to attend BWSR Academy, October 24 – 26, 2016 and expenses for registration, lodging and meals.

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

Motion by Graf, seconded by Lapham, approving two staff to attend a WCA training workshop hosted by MN The Wildlife Society on September 20, 2016 and expenses for registration, meals and lodging.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

Motion by Stenhoff, seconded by Welke, approving the Technical Approval Authority Ecological Sciences Delegation & Acceptance for Dave Walter, Dan Wermager, Bob Scanlan and Jean Meiners.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

Motion by Lapham, seconded by Graf, approving a flight for an aerial photo of the Conservation of the Year location.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

Motion by Graf, seconded by Welke, approving the 2017 Proposed Budget with changes as discussed.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

LOCAL CAPACITY STATE COST SHARE PROGRAM

Of the FY16 Local Capacity funds $20,425 is available for allocation.

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

Motion by Lapham, seconded by Graf, approving the critical area planting project cost share contract for Schulte Farms Ptr., LLC listed above.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

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

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

Motion by Lapham, seconded by Graf, tabling the terraces project cost share contract for Paul Hagen listed above.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

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

Motion by Stenhoff, seconded by Lapham approving above payment request for Ed Troendle on the grassed waterways and rock crossing project.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

BRIDGE CREEK COST SHARE PROGRAM

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**

Motion by Lapham, seconded by Graf approving above payment request for Richard Howe on the grassed waterway project.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

Name	Project/Contract #	Estimate	Actual	Request
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**

Motion by Graf, seconded by Welke approving above payment request for Richard Howe & Liz Howe on the grassed waterway project.
Voting affirmative: Stenhoff, Lapham, Welke and Graf Opposed: None Motion carried.

MASWCD – No report.

Water Plan
One Watershed, One Plan – Scanlan shared that the plan is currently in the agency comment period which is a 60 day window. Public hearings are scheduled for September 7th in Stewartville, MN and September 8th at the Criminal Justices Center in Caledonia, MN.

Committee Reports

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

PERSONNEL COMMITTEE: *Stenhoff & Welke* – Walter thanked the board for their support and the staff and partners for their hard work.

RC & D: *Stenhoff*

JOINT POWERS FINANCE COMMITTEE: *Feldmeier* – Walter stated a meeting is slated for July 27th. Discussion items will include an additional $1,500.00 for membership dues. The increase will help fund Jason Rochester's position and the possibility of adding a technician in the western portion of Area 7.

*****Accounts Payable: *****
Motion by Lapham, seconded by Stenhoff, approving the Accounts Payable for July 2016 and transfer of 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	
3572	Ronald F. Carlsen – Office Rent July	
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
3587	BWSR Academy	To be determined
3588	MN TWS – Wetland Workshop – 2 @ $20/ea.	$ 40.00

	Total	***$15,697.14***

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

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

Meeting adjourned at 11:01 a.m.

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

Secretary

8-10-2016
Date

Root River Soil and Water Conservation District

Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3
http://co.houston.mn.us/RRSWCD/RRSWCD.aspx

MINUTES OF THE ROOT RIVER SWCD

August 10, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on July 13, 2016 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:
Matt Feldmeier
Cecil Graf
Roger Stenhoff
Jerry Welke

Members Not Present:
Loren Lapham

Others:
Janice Messner, Bob Scanlan, Jean Meiners and Dave Walter – SWCD staff; Gary Larson – NRCS staff; Nathan Boma – CCM apprentice.

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Graf, seconded by Welke, approving the minutes from the June 8, 2016 board meeting.
Voting affirmative: Welke, Graf and Feldmeier Opposed: None Motion carried.

Employee Time Records: **Motion** by Welke, seconded Graf, to approve the Employee Time Records.
Voting affirmative: Welke, Graf and Feldmeier Opposed: None Motion carried.

Treasurer's Monthly Report: Feldmeier requested that the July 2016 Treasurer's Report be placed on file for audit.

Agency Reports:
Gary Larson, NRCS Report

- Informed the SWCD Board that CRP acres are still coming in. Average rate of payment is $200 per acre.
- Shared with the SWCD Board that the State NRCS office mailed postcards to local landowners on the EQIP program. The postcard stated there is an August 19th sign-up deadline for current funding. It has generated interest bringing in approximately 15 applications thus far.
- Indicated to the SWCD Board that fall construction season will consist of the installation of planned grade stabilization structures when crops are off.

Dave Walter, SWCD District Manager - Scanlan reported on Walter's behalf.

- Construction is underway on the repair of the Schulte waterways east of Caledonia.
- Design work is being done on the water sediment control basins that will accompany the grade stabilization structures that are planned for fall construction at the Cynthie Christensen location in the Bridge Creek watershed. These structures are key in this portion of the Bridge Creek watershed.

Program Reports

- **MN Corn Growers** – Scanlan informed the Board that construction is scheduled to begin August 22nd and continue for 45 days with a ten person crew. The delayed start on the project is due to CCM's completion of another project.

- **Buffer Implementation Program** – Scanlan reported that DNR has released updated public waters maps and are in the process of updating them with the "Other Waters" changes. Scanlan, Meiners and Wermager attended an informational meeting on "Other Waters" on August 1st.

- **WCA** – Scanlan reported that it has slowed down a bit. No specifics reported due to Walter not being able to join the board meeting.

- **SWAG** – Another round of sampling was completed this week with the last round remaining later this month.

Additional SWCD District Report – Messner shared that we have received our 2016 MCIT Dividend Notice. Towards the end of the year we will receive a total of $1,953 (Workers' Compensation = $710 and Property/Casualty = $1,243).

Stenhoff joined the meeting.

Watershed Update

Crooked Creek – Scanlan shared the next meeting is Friday, August 12th. Currently, Crooked Creek is working with DNR regarding maintenance on the Zehner pond site. They will be discussing the possibility of requesting a levy increase for their watershed. There are two large flood control structures that would be very beneficial to the watershed if installed. Additional levy funds could help with the process in getting these projects installed.

Bee & Duck Creek – No report.

Bear Creek –No report.

Winnebago – No report.

Staff Report

Bob Scanlan – Program Report

- **Feedlot** – Scanlan shared during the month of July he completed two feedlot site inspections and provided assistance to four different feedlot operators. Year-to-date 29 feedlot inspections have been completed.

  Scanlan reported that he submitted a news article, "The Benefits of Cover Crops" to the local newspapers. He also reviewed six building site Erosion Control Plans for the County Zoning Department. He continued his work with John Zinn on the Pasture Project and did some cross training on the MNFarm program, feedlot inspections and follow-up inspection letters with SWCD staff.

  In addition to this he gathered information from the 2016 Houston County Conservationist of the Year for a state application, prepared a story for the local media to be released in mid-September and took an aerial tour of the Conservationist of the Year's acreage. Stenhoff and the award recipient also participated in the aerial tour.

  Scanlan also reported that the Farm Bureau Conservation Tour was a success and felt another one should be done to draw more legislative representatives to the area to view the conservation work being done in the county.

Additional Program Reports

- **NFWF** – Messner reported that Wermager is in the process of putting together the final report and she will be completing the final financial report. The grant expires August 31, 2016 and all reports are to be submitted by that date.

Jean Meiners – Program Report

- **Buffer Implementation** – Meiners informed the Board that she had recently submitted a news release on the Buffer Law program. Also, she shared information about a tool that is on the horizon to assist with compliance of the buffers.

Janice Messner – Program Report

- **Nitrate Monitoring** – Messner reported that additional funds were made available from other counties at the close out of the grant that expired June 30th. Funds will be used to reimburse us for the additional hours we had during second quarter of the current year. She also shared that a new Nitrate Monitoring Grant is being offered and it would be addressed in the New Business portion of the meeting.

Old Business – None reported.

New Business

Motion by Graf, seconded by Stenhoff, approving the FY16 Local Capacity Amendment with $8,110.25 to be allotted for cost share and $17,226.75 allotted towards a vehicle.
Voting affirmative: Stenhoff, Welke and Graf Opposed: None Motion carried.

Motion by Graf, seconded by Welke, approving the FY16 Easement Delivery Close-Out Financial Report.
Voting affirmative: Stenhoff, Welke and Graf Opposed: None Motion carried.

Motion by Graf, seconded by Stenhoff, approving a new Volunteer Nitrate Monitoring Grant in the amount of $2,000.00.
Voting affirmative: Stenhoff, Welke and Graf Opposed: None Motion carried.

Messner shared that the FY17 SWCD Programs & Operations Grant funding has been announced. The SWCD will receive:

$22,505 for Conservation Delivery
$20,901 for State Cost-Share Base Grant
$2,938 for Easement Delivery

LOCAL CAPACITY STATE COST SHARE PROGRAM

Of the FY16 Local Capacity funds $11,221 is available for allocation.

BRIDGE CREEK COST SHARE PROGRAM

Scanlan shared that Ron Meiners is continuing to work with a landowner to install additional grassed waterways possibly this fall. These would be in addition to those that were constructed earlier this summer. Scanlan also gave a brief update on the feedlot project for Josh Dahl.

MASWCD – Messner shared that the MASWCD Board President and Vice President positions are open for election. A candidate prospectus was included for each supervisor. If interested in the positions submit your letter of interest by September 9, 2016.

Water Plan

One Watershed, One Plan – Scanlan shared that one of the open house public hearings for the 1W1P will be held in Caledonia on September 8, 2016 at 6:30 p.m. in the Criminal Justices Center. The public comment time will be at 7:30 p.m. A second public hearing will be held in Stewartville on September 7, 2016. He also shared that the agency comment period will be ending on August 15th. A question was asked about what will happen with the current water plan. Scanlan stated that it will remain in place

during the transition period. He also stated that Pine Creek watershed near La Crescent has not been included with the 1W1P and Wermager will be working on updating the water plan that expires in 2017.

Committee Reports

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

RC & D: *Stenhoff* – No report.

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

Walter and Boma joined the meeting.

JOINT POWERS FINANCE COMMITTEE: *Feldmeier* – Walter stated the annual meeting was held on July 27th. Discussion items included an additional $1,500.00 for membership dues. The increase will help fund Jason Rochester's position and the possibility of adding a technician in the western portion of Area 7. Also a joint WCA representative for Houston, Fillmore and Winona counties was discussed.

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

Motion by Graf, seconded by Welke, approving the Accounts Payable for August 2016 and transfer of 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

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

Walter shared that we had received a draft letter that will be sent to the chair of our Board of Supervisors with the findings from the FY14 BWSR Grant Audit. Walter shared one comment from the audit letter, "Overall the staff does a very good job recording their expenses." The one finding that requires an action plan is: Expense charged to grant occurred prior to the grant agreement effective date. As stated in the SWCD Program and Operations Grant Agreement section 1.1, the effective date is "September 1, 2013, or the date the State obtains all required signatures [9/16/2013] underMinn. Stat. 16B.98, Subd 5, whichever is later." A registration fee of $20.00 for a meeting that took place on 6/20/13 was charged to the Conservation Delivery Grant. Walter went on to say that the corrective action that we have submitted was the follow: The Root River SWCD will add dates that expenses were incurred instead of date of payment in eLink and will review prior to submitting to BWSR.

Walter shared that the other observations that BWSR referenced in the audit have already been changed with the majority of the observations focusing on hourly billing rate to grants.

Walter reminded the SWCD Board in September will be Dan Wermager's six month review then in October will be Jean Meiners' six month review. The Board consented to doing both Wermager and Meiners' reviews in October 2016.

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

Meeting adjourned at 10:24 a.m.

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

Secretary

9-14-2016
Date

Root River Soil and Water Conservation District
Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3
http://co.houston.mn.us/RRSWCD/RRSWCD.aspx

MINUTES OF THE ROOT RIVER SWCD
September 14, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on September 14, 2016 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

Chair Feldmeier called the meeting to order at 9:03a.m.

Members Present:
Matt Feldmeier
Loren Lapham
Roger Stenhoff
Jerry Welke

Members Not Present:
Cecil Graf

Others:
Bob Scanlan, Dan Wermager, and Dave Walter – SWCD staff; Gary Larson and Melody Wilson – NRCS staff; Glenn Buxengaard – Houston County resident and landowner.

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Stenhoff, seconded by Lapham, approving the minutes from the August 10, 2016 board meeting.
Voting affirmative: Welke, Lapham, Stenhoff Opposed: None Motion carried.

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

Treasurer's Monthly Report: Lapham requested that the August 2016 Treasurer's Report be placed on file for audit.

Agency Reports:
Gary Larson, NRCS Report

- Informed the SWCD Board that on August 17th, he attended the Young Forest Symposium. Concern about the Driftless Area shared along with the decline in the abundance of young oak trees. Larson explained the implications and possible solutions to the problem.
- Shared with the SWCD Board the Civil Rights Policy Statement review forms. The Board reviewed the policy statement and unanimously agreed to sign the statement which is an ongoing annual obligation.
- Informed the SWCD Board that the CRP program is rapidly approaching the national set limit of 25 million acres. When the limit is reached the program will be put on hold.
- Indicated to the SWCD Board with the EQIP program staff (NRCS and SWCD) are preparing construction plans, designs, cost estimates, etc. for the November 30th deadline for the 2017 EQIP applications.

Larson left the meeting.

Dave Walter, SWCD District Manager

- Walter and Wermager attended an AIS training on August 22nd. The training focused on identifying aquatic invasive plants and allowed for discussion with DNR experts on AIS. The discussions enforced the idea that rivers in Houston County are already infested with aquatic invasive species and an effective strategy for the county is to patrol boat landings in an effort to control the spread aquatic invasive species to other areas.
- On August 30th Walter, Wermager, and Scanlan attended a technical training session on using the new NRCS Engineering Field Tools to design grassed waterways. NRCS is using new tools in designing all of their engineering practices. SWCD staff will be attending training sessions during the upcoming year to learn how to use these tools.

Glenn Buxengaard entered the meeting.

Walter and Buxengaard addressed the SWCD Board about repairing a large grassed waterway on his property in Wilmington Township. A preliminary cost-estimate for the project is $20,000-$25,000. Buxengaard has signed up for EQIP and State Cost-Share funding for this project. He stated that he would only be able to pay for 20% of the estimated cost of the project at the most. He also stated that there are a few grade stabilization structures upstream of this grassed waterway that need some work, but he would like to get the grassed waterway repaired first. Buxengaard asked the SWCD Board if they would be willing to fund this project along with increasing the cost-share to 80% or more of the project. The SWCD Board seemed willing to fund the project, if State Cost-Share funds were used in conjunction with EQIP funds to reach the 80% cost-share amount. SWCD staff will investigate this project further, and report back to the SWCD Board at an upcoming meeting.

Glenn Buxengaard left the meeting.

- Walter reported that he met with Will Clayton and Tucker Thurman of Quail Forever. They discussed a potential new position through Quail Forever and the new Farm Bill and the possibility of housing this employee in the SWCD office. The position would involve contacting landowners to enroll land in the Quail Forever and Pheasant Forever CRP programs. Walter stated with the CRP program approaching its cap, the position may not be filled soon.

Program Reports

- **MN Corn Growers** – Scanlan reported the CCM crew started work at the Breitenbach location August 27th. Currently, they are behind schedule on the project due to the large amount of rain and the crew being called for other projects.

- **Buffer Implementation Program** – Walter reported that BWSR will be coming out with an interactive map in mid-October for SWCDs use. The map will be used to track and report which reaches of streams are in compliance. In mid-November, the SWCD should receive clear direction from BWSR on alternative practices to use as stream buffers. Walter and Meiners were interviewed September 13th by Houston Country News, on the topic of the Minnesota Buffer Law in Houston County.

- **WCA** – Walter reported on on-going projects including a bridge project at Beaver Creek State Park. He also worked with a landowner regarding a driveway construction in a wetland area. It was suggested that a different location be selected that would not disturb wetlands.

- **SWAG** – No report.

Addition to SWCD District Manager Report

Walter reported that he met with County Commissioners to review the 2017 SWCD budget. He shared with them the opportunity available through BWSR for the SWCD to receive additional BWSR funding. Walter explained BWSR is offering a one-to-one match on any additional county allocation funds given to the SWCD up to a certain dollar amount. At this time county allocation funds will remain the same.

Watershed Update

Crooked Creek – Scanlan reported the Crooked Creek Watershed met Friday, September 9th. At their meeting they made the decision to increase the tax levy from 1% to 1.75%. This increase will help fund two potential flood control structures, additional ponds, and increase cover crops within the watershed.
Chosen Valley Testing will be performing the engineering soil tests for the two potential flood control structures this fall. The estimated cost for the testing is $15,000. In order to fund construction of these structures, they may have to work with One Watershed One Plan.
Scanlan shared there may be a new landowner of the property that the South Fork dam is located on. Concern regarding easement access to the structure was voiced. Scanlan and Walter will be addressing the concern.

Bee & Duck Creek – No report.

Bear Creek –No report.

Winnebago – No report.

Staff Reports

Bob Scanlan – Program Report

- **Feedlot** – Scanlan reported he is doing preparation work for the Pasture Walk & Manure Spreader Calibration Field Day on September 15th. He also performed Level III inspections.

  Walter met with Rick Frank from the Planning & Zoning Department. They discussed the possibility of the SWCD taking over the feedlot officer position. Walter feels the position should remain with the county. He stated if a change was made it would not be for one to two years. Feldmeier felt Scanlan could take over the feedlot officer position by doing the inspections and permits and have the county (Planning & Zoning) do the enforcement portion of the position.

- **Conservationist of the Year** – Dan Griffin is this year's Conservationist of the Year. A recognition evening is planned for Thursday, October 6th at 6 pm in Spring Grove at the log cabin in the park. Costs will include a plaque for the Griffins at approximately $50, rent for facility $50 and catering by Red's IGA will be determined.

Dan Wermager – Program Report

- **Southeast Minnesota Water Resources Board** – Wermager reported that he took minutes for the last meeting on Monday, September 12th. The focus of the meeting was budget concerns the organization is facing. As a result of the budget concerns all counties will be seeing a $500 increase in yearly dues.

Old Business – None reported.

New Business

Motion by Lapham, seconded by Welke, to cover the cost for all staff and board supervisors that attend the Fall Area 7 Meeting on September 21, 2016.
Voting affirmative: Stenhoff, Welke and Lapham Opposed: None Motion carried.

Motion by Lapham, seconded by Stenhoff, approving the use of SWCD funds up to $180 for the 6th Grade Environmental Day.
Voting affirmative: Stenhoff, Welke and Lapham Opposed: None Motion carried.

Motion by Lapham, seconded by Welke, approving the use of SWCD funds up to $300 for the Conservationist of the Year Recognition Evening.
Voting affirmative: Stenhoff, Welke and Lapham Opposed: None Motion carried.

Motion by Stenhoff, seconded by Welke, approving the use of SWCD funds up to $4,333.00 for the 2017 tree orders.
Voting affirmative: Stenhoff, Welke, and Lapham Opposed: None Motion carried.

MN Land Trust Program – Walter shared with the board that this program offers perpetual easements to landowners similar to the Reinvest in MN program. No cropping history is needed and includes cropland, woodland and wetlands. It may also be ideal for landowners with pristine bluff land. Landowners would be allowed to log the property and conduct rotational grazing in the easement area. Feedlots and homes/cabins are not permissible. The SWCD would enter into a $2,500 - $5,000 contract with MN Land Trust and work with DNR Forestry to determine targeted landowners. The SWCD would conduct a mailing to the targeted landowners and do site visits where interest is generated. The SWCD Board indicated it was of interest and suggested to move forward in obtaining a contract.

LOCAL CAPACITY STATE COST SHARE PROGRAM

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

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

Motion by Stenhoff, seconded by Lapham, approving the terrace project cost share contract for Paul Hagen listed above.
Voting affirmative: Stenhoff, Lapham, Feldmeier Opposed: Welke Motion carried.

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

Motion by Lapham, seconded by Stenhoff, approving the above payment request for Schulte Farms Ptr. LLC on the critical area planting project.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Motion carried.

BRIDGE CREEK COST SHARE PROGRAM

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

Motion by Lapham, seconded by Stenhoff, approving the above cost share contract cover crop project request for Clair Olson.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Motion carried.

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

Motion by Stenhoff, seconded by Welke, approving the above cost share contract cover crop project request for Josh Dahl.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Motion carried.

MASWCD – No report.

Water Plan

One Watershed, One Plan – Scanlan shared that the 1W1P agency comment period ended August 15th. He went on to share that an open house public hearing for the 1W1P was be held in Caledonia on September 8, 2016 at 6:30 p.m. in the Criminal Justices Center. The public comment time was at 7:30 p.m. A public hearing was held in Stewartville on September 7, 2016.

Committee Reports

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

RC & D: *Stenhoff* – No report.

PERSONNEL COMMITTEE: *Stenhoff & Welke* – Walter stated that Wermager is now unofficially off of his six-month probation period.

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

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

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***

Motion by Lapham, seconded by Stenhoff, approving the Accounts Payable for September 2016 and transfer of funds.
Voting affirmative: Stenhoff, Welke and Lapham Opposed: None Motion carried.

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

Meeting adjourned at 10:44 a.m.

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

Secretary

10-12-2016
Date

Root River Soil and Water Conservation District
Minnesota Soil and Water Conservation Districts
805 N. Hwy. 44/76
Agricultural Service Center
Caledonia, MN 55921
(507) 724-5261 Ext. 3
http://co.houston.mn.us/RRSWCD/RRSWCD.aspx

MINUTES OF THE ROOT RIVER SWCD
October 12, 2016

The Root River Soil and Water Conservation District Board of Supervisors met on October 12, 2016 at the Ag Service Center in Caledonia, Minnesota for its regular meeting.

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

Members Present:
Matt Feldmeier
Loren Lapham
Roger Stenhoff
Jerry Welke

Members Not Present:
Cecil Graf

Others:
Bob Scanlan, Dan Wermager, Jean Meiners, Janice Messner and Dave Walter – SWCD staff; Gary Larson – NRCS staff; John Beckwith, Hiawatha Valley RC&D.

Those present took part in the Pledge of Allegiance.

Minutes: **Motion** by Stenhoff, seconded by Welke, approving the minutes from the September 14, 2016 board meeting.
Voting affirmative: Welke, Lapham, Stenhoff Opposed: None Motion carried.

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

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

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

Treasurer's Monthly Report: Lapham requested that the September 2016 Treasurer's Report be placed on file for audit.

John Beckwith, Hiawatha Valley RC & D – Beckwith shared with the SWCD Board areas of focus for them. Local food supply has been a top funding priority. The RC & D is looking to expand their services such as grant writing and project proposals. They are also focusing on working together with other agencies, JPB and SE MN WRB, so services are not overlapping. Project areas are another focus. Grazing of invasive species is a focal area. It offers a business opportunity in grazing by mixing livestock, business and conservation. Buckthorn in the metro area is another project area. They are looking at using a grazing system and hand pulling. They are not in favor of using chemicals. RC & D is promoting fee for services.

Agency Reports:

Gary Larson, NRCS Report

- Reported to the SWCD Board that EQIP projects are ready for fall construction, but it has been too wet for construction. 2017 EQIP applications are being designed and cultural resources have cleared. CRP acres are close to meeting the limit available.

Dave Walter, SWCD District Manager

- Walter shared with the SWCD Board that a EWP application has been submitted for emergency assistance in the Winnebago Valley after the September rainfall event. The estimated damages totaled approximately $100,000 for repairs. The Stoltz site looked good; Koch site developed a sinkhole; County 5 sustained damage; Burke site accumulated debris in the pool and spillway; DNR site has eroded; Staggemeyer site 1 accumulated debris and Staggemeyer site 2 accumulated debris, silt and developed a sinkhole.

Program Reports

- **WCA** – Walter reported he is working with FWS on flooding problems in the Hokah area. He also gave a brief update on the bridge project at Beaver Creek State Park. Walter shared that he and Wermager had recently attended training in Brainerd, MN. It focused on seeding, invasives and tiling among other things in a wetland area.

- **SWAG** – Walter shared that a portion of the final reporting is currently being submitted and waiting on word from MPCA on how things are progressing.

Watershed Update

Crooked Creek – Scanlan reported the Crooked Creek Watershed 1.75% tax levy has been approved. This is a 0.75% increase and it will be used to fund upcoming projects and possibly some pond clean-out projects.

Scanlan stated that he and Jason Rochester did an assessment of damages to the South Fork structure site after the September rainfall event. Scanlan submitted a Flood Damage and Impact Assessment Report to Kurt Kuhlers, Emergency Management, for potential relief funding on this site along with other sites in the county.

Scanlan also stated that he has started to review the deeds affiliated with each of their dam sites to verify that proper maintenance and flowage easements are in place. He has found that additional legal work will be needed.

Bee & Duck Creek – No report.

Bear Creek – No report.

Winnebago – See District Manager report.

Staff Reports

Bob Scanlan – Program Report

- **Feedlot** – Scanlan reported he performed two feedlot inspections and five Level III inspections during the past month. The SWCD has completed 31 feedlot inspections to date. Scanlan also reported that he gave a presentation on forage availability and nutrient management during a pasture walk hosted at his farm on September 15th.

- **MN Corn Growers** – Scanlan reported the CCM crew was behind schedule on the project due to significant rainfall and the crew being called for other projects. This year's work will need to cease on October 15th due to the spawning period in the creek. A 12:30 p.m. field day is planned for October 13th at the Breitenbach location.

Scanlan also shared that he reviewed two building site erosion control plans for Houston County Zoning Department.

Dan Wermager – Program Report

- Wermager reported that he has been assisting with engineering work and is working with the NRCS cover crop participants.

Water Plan – Wermager stated at the last Water Plan meeting the consensus of the group was not to add any additional "Other Waters" for Houston County as part of the Buffer Law.

Jean Meiners – Program Report

- **Buffer Implementation Program** – Meiners reported that the county commissioners will be looking at the possibilities of adding or not adding additional "Other Waters" for Houston County. There is the question of who administers this, the county or BWSR. Meiners stated that the new tracking tool became available for use on September 15th.

Old Business

Walter shared that Glenn Buxengaard has submitted an EQIP application for the grassed waterway need. If approved this would allow the SWCD to piggy back cost share dollars to cover a larger portion of the project costs. NRCS Area Office will be doing a site visit in the near future.

New Business

Motion by Lapham, seconded by Stenhoff, approving the FY17 Buffer Implementation grant.
Voting affirmative: Stenhoff, Welke and Lapham Opposed: None Motion carried.

Motion by Stenhoff, seconded by Lapham, approving the addition of Dan Wermager and Jean Meiners as user of the SWCD credit card.
Voting affirmative: Stenhoff, Welke and Lapham Opposed: None Motion carried.

STATE COST SHARE PROGRAM

Motion by Stenhoff, seconded by Lapham, approving the FY15 State Cost Share Grant Closeout.
Voting affirmative: Stenhoff, Welke and Lapham Opposed: None Motion carried.

Discussion was held regarding the cost share rate to use with the FY17 State Cost Share funds. These funds can be piggy backed with EQIP funds for a project. Discussion included possibly funding up to 90% of the project cost if piggy backed with EQIP or 75% to 80% without piggy backed funds. It was decided to table the discussion.

BRIDGE CREEK COST SHARE PROGRAM

Bridge Creek Cost Share Applications (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

Motion by Lapham, seconded by Stenhoff, approving the above five cost share contract requests for five grade stabilization projects for Cynthie Christensen.
Voting affirmative: Stenhoff, Lapham, Welke Opposed: None Motion carried.

MASWCD – The 2016 Resolutions are to be voted on by each supervisor and submitted to Messner by October 24, 2016. Walter stated if there were any questions on any of the resolutions to contact him.

Water Plan

Wermager shared that he is putting together a resolution of intent to include the Upper Mississippi - La Crescent Watershed in the county's comprehensive local water plan. The resolution of intent will state that the county is committed to developing a comprehensive water plan for the La Crescent Watershed. The resolution of intent will need to be signed by the county commissioners in order to request an extension on the current local comprehensive water plan. Upon extension approval, work will be done to amend the current plan and include the Upper Mississippi – La Crescent Watershed.

One Watershed, One Plan – The next Policy meeting is slated for December 19th. Scanlan shared that BWSR is currently reviewing the plan after public and agency comments have been added. BWSR has a 60 day timeframe for their review. The advisory committee will be meeting on October 17th. There may be a possibility of block grants for project funding.

Committee Reports

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

RC & D: *Stenhoff* – No report.

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

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

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***

Motion by Stenhoff, seconded by Welke, approving the Accounts Payable for October 2016 and transfer of funds.
Voting affirmative: Stenhoff, Welke and Lapham Opposed: None Motion carried.

Additional Committee Report

PERSONNEL COMMITTEE: *Stenhoff & Welke* – Staff voluntarily dismissed themselves from the meeting during staff reviews. When staff reviews were completed staff rejoined the meeting. Walter stated that Wermager and Meiners are officially off their six-month probation period.

Motion by Lapham, seconded by Stenhoff, approving a 3% salary increase for Wermager effective from his anniversary date and is no longer in his probationary period.
Voting affirmative: Stenhoff, Welke, Lapham Opposed: None Motion carried.

Motion by Stenhoff, seconded by Welke, approving a 3% salary increase for Meiners effective from her anniversary date and is no long in her probationary period.
Voting affirmative: Stenhoff, Welke, Lapham Opposed: None Motion carried.

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

Meeting adjourned at 11:29 a.m.

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

Joann Welke
Secretary

11-9-2016
Date