

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION
January 29, 2013

Board Members present: Hugh O'Donnell, Jerry Storke, Barry Jacowski, Joe Piechowski, Greg Lowe, Chuck Sibilsky, Richard Colby, Glenn Licitar, Steve Bradley

Staff/Advisors/Others present: Shannon Rohde, Project Manager; Amy Thorstenson, Golden Sands RC&D; Patty Benedict, Portage County Planning & Zoning Department, Land Conservation Division

1. **Call to Order** – The meeting was called to order at 9:30 a.m. by President Piechowski.
2. **Introductions** – Introductions took place. The agenda was approved by consensus.
3. **Review/Approval – Minutes of December 17, 2012** – Motion by Colby, second by O'Donnell to approve minutes as presented.
4. **Correspondence** – No correspondence presented.
5. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Jacowski, second by O'Donnell to approve vouchers, purchases, and reimbursements.
6. **Staff Reports** – Rohde reported he has been selling windbreaks, putting plans together, and attending meetings. Piechowski mentioned the upcoming WLWCA Annual Conference and suggested Thorstenson and Rohde contact Kirsten Moore regarding exhibit space.

Piechowski read the PUBLIC NOTICE: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order. No one registered to speak.

7. **Discussion/Possible Action – Administration of Limited Term Employees (LTEs)** – Thorstenson distributed a handout outlining RC&D's role with CWWP LTEs and excerpts of Portage County policies. Bradley provided a brief history of CWWP employees. Rohde was hired through Portage County, but the hiring process for LTEs through the county was not time efficient, and hiring was contracted through RC&D. Bradley spoke with Portage County's Human Resources (HR) Department and found they can create an on call casual employee pool for seasonal employees. Positions are announced, applications collected, interviews held, and the necessary number of LTEs hired. If the remaining applicants choose, they can be placed in an on call pool, contacted if needed, and can begin working right away. The CWWP could save the 15% administration fee charged by RC&D. Expenses for the project have increased over the years, i.e. materials, salaries, benefits, etc., and must be offset through revenues, either by increasing the cost of windbreaks, or finding other ways to save. In the 2013 budget, the line item for LTEs is \$19,000. After the 15% administration fee of over \$2,800 is deducted, just over \$16,000 is available for LTE services. Jacowski asked how large a labor pool Portage County would allow. Bradley replied there isn't a limit. It will depend on how many qualified applicants remain after hiring. Jacowski asked Rohde the cost of training a new employee. Rohde was

not sure of the cost. He said it takes some time to explain and show how equipment works. Thorstenson asked if Portage County would allow the end of season bonus, which is offered to help retain LTEs through the entire season. Bradley replied Portage County would not offer a bonus. If an LTE chooses to leave before the end of the season, someone from the labor pool could replace them. The rate of pay for LTEs is negotiable because there are no comparable employees. The CWWP Board can determine the rate. Bradley expects the LTEs' current rates of pay will be used. Thorstenson said RC&D allows LTEs to accrue sick pay. Bradley said Portage County does not allow sick benefits for LTEs. If needed, someone from the pool could be asked to fill in if an LTE calls in sick. Jacowski asked if Portage County would be willing to change policy to allow an end of season bonus. Bradley said HR would have to look into it. Thorstenson said RC&D's fringe benefit rate is 13% and asked what the county's rate is. Bradley did not know the figure, but assumed it is less due to the number of employees in the county. Piechowski said there are questions that need answers. He added there is a signed Intergovernmental Agreement and is not in favor of making a change. Jacowski prefers to have more research done, get input from the LCC, and wait until the next budget cycle to consider changing. He asked for solid figures for rates of pay for the LTEs. Piechowski would like assurance that Portage County will accept recommendations from the CWWP Board. Thorstenson said Portage County may require applicants to pass a medical examination. She explained RC&D's 15% administration fee covers general liability coverage, unemployment compensation payments, payroll services, human resources management, invoicing, promotion and advertisement for CWWP, and legal responsibilities for injuries and accidents. Bradley stated because Rohde is a Portage County employee, the same services are provided for a 3% administration fee. Jacowski asked if RC&D will discontinue promoting the CWWP if they no longer employ the LTEs. Thorstenson said RC&D will remain active on the Board, but the CWWP may not be a priority. If LTEs are hired through Portage County, the positions would be advertised, applications screened by Human Resources, interviews conducted and hiring decisions made by Rohde, Ewan, and any Board members wanting to take part. Thorstenson stated RC&D is not bound by the search and screen process. Bradley agrees RC&D's flexibility is nice, but questions if it is worth the amount paid in administration fees. Piechowski feels the issue needs to be studied further. He wants concrete numbers and assurance that Portage County will not charge more for administration. Motion by Jacowski, second by Licitar to continue contracting with RC&D for LTE services at this time. Motion carried by voice vote, Bradley opposed. The Board asked to have information for the next meeting regarding current LTE wages, Portage County's flexibility with the wage scale and hiring policies, how large the hiring pool can be and keeping the pool current, the annual review process, sick leave, benefits, and incentive bonuses. Contact Bradley with any other questions. Jacowski suggested inviting an HR staff member to attend the next Board meeting.

8. Discussion/Possible Action – Amendment to Intergovernmental Agreement for the Establishment of “The Central Wisconsin Windshed Partnership Group” – Bradley read language, which appears inconsistent, in the existing agreement regarding administration of staff. In the third paragraph, “WHEREAS the Partnership Group will contract for staff project management services for windbreaks from the Golden Sands Resource Conservation & Development Council, Inc. (RC&D); and”, and following NOW THEREFORE the parties agree as follows: “1. General Duties. Portage County shall be designated as the “county of administration” for the Partnership Group, providing administrative assistance, payroll and benefit administration, personnel administration and accounting services. Portage County policies shall be followed.” He offered amended language to state “WHEREAS The Partnership Group may utilize Portage County or contract for staff project management services for

windbreaks from the Golden Sands Resource Conservation & Development Council, Inc. (RC&D); and”, opening the possibility for either to administer staff. Motion by Jacowski, second by Piechowski to postpone action until more information is received regarding LTEs. Bradley said the current language is confusing and believes there should be action. Jacowski agrees the language is contradictory; however, he prefers to allow input from the LCC. Motion carried by voice vote.

9. Next Meeting Date – The next meeting is scheduled for Tuesday, April 9, at 9:30 a.m. at the Hancock Agricultural Research Station.

10. Adjournment – Motion by Jacowski, second by Bradley to adjourn. Motion carried by voice vote. Meeting adjourned at 10:35 a.m.

Respectfully submitted,

/Patty Benedict/
Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION
April 9, 2013

Board Members present: Richard Colby, Jerry Storke, Steve Bradley, Greg Lowe, Joe Piechowski, Josh Saykally (Waushara County designee)

Staff/Advisors/Others present: Shannon Rohde, CWWP Project Manager; Stan Ewan, CWWP Field Supervisor; Jennifer Glad, Golden Sands RC&D; Michelle Komiskey, NRCS; Patty Benedict, Portage County Planning & Zoning Department, Land Conservation Division

1. **Call to Order** – The meeting was called to order at 9:38 a.m. by Vice President Colby.
2. **Introductions** – Introductions were made.
3. **Approve Agenda** – Motion by Storke, second by Bradley to approve agenda. Motion carried by voice vote.
4. **Review/Approval – Minutes of January 29, 2013** – Motion by Bradley, second by Lowe to approve minutes as presented. Motion carried by voice vote.
5. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Bradley, second by Storke to approve vouchers, purchases, and reimbursements. Motion carried by voice vote.
6. **Correspondence** – No correspondence presented.
7. **Staff Reports – Rohde** reported Ewan recently returned. Rohde continues to sell windbreaks. He shared a booth with Golden Sands RC&D at the Wisconsin Land and Water Conservation Association (WLWCA) Annual Conference in Wisconsin Dells in March. He also attended the Wood County LCC meeting in March. He has been putting windbreak plans together and preparing for planting. LTEs Louie and Marty will be back. Trees are ordered; however the arrival date for trees has been pushed back due to the late spring. Rohde will be ordering the fabric. He stated some customers have backed out and he now has 12.5 miles of windbreaks to be installed, along with other hand and machine tree plantings and a seeding project. New tires and brake rotors were installed on the F250 at a cost of about \$1,200. (Piechowski arrived at 9:43 a.m. and chaired the meeting.) Storage for the trees and fabric has been arranged with HARS. Other equipment and tractors are ready for the planting season. He has a couple of new points ordered for the tree planter to use as backups. Rohde reported the display will be set up at the Central Waters Brewery as part of the Prairie Chicken Festival (on Saturday, April 13). As soon as the weather allows, they will begin marking, flagging, and prepping sites. He estimates the LTEs will begin the end of April. Between 4,500 and 5,000 replacements need to be planted. Being three miles short of 15.5 miles, Bradley estimated a loss of approximately \$30,000. Rohde said they will cut back as much as possible on costs and LTE hours.

Piechowski read the PUBLIC NOTICE: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order. No one registered to speak.

8. Discussion/Possible Action – Administration of Limited Term Employees (LTEs) –

Bradley said Golden Sands RC&D has provided hiring and payroll services for CWWP LTEs in the past. They have been able to provide a quick turnaround for hiring. Bradley stated Portage County has an option to create a pool of on call casual employees to use for hiring LTEs as seasonal employees or to fill in on an as needed basis. If LTEs are hired through Portage County, the 15% administrative fee charged by RC&D can be saved. Portage County currently receives a 3% administrative fee. Bradley researched answers to questions brought up at the last meeting. The CWWP Board can determine the payscale and increases. Portage County cannot offer a \$2 incentive bonus for employees completing the season. The Human Resources Department (HR) will advertise, collect, and screen applications, and participate as much or little as requested by the CWWP Board regarding the interview process. The same employees can be hired each year. The casual employee pool can be as large as the CWWP Board wants and is for CWWP's use only. The fringe rate is approximately 11% for LTEs – Disability - .0036%, Social Security - .062%, Hospital - .0145%, Workers Compensation – .022%. Glad asked what the rate is for unemployment compensation. Bradley said he would have to check with HR. He said if the decision is made to hire LTEs through Portage County and it doesn't work out, there is no problem going back to RC&D. Bradley read an email from Chris Murphy, Adams County, who was unable to attend the meeting. Murphy feels the actions of the CWWP Board should be focused on running the program as efficient and cost effective as possible. He favors utilizing Portage County to administer the LTE positions if it results in cost savings. He is not opposed to using Golden Sands RC&D if they consider reducing the administrative fee. There was discussion on offering a \$2 per hour incentive bonus, versus increasing the hourly wage by \$2. Bradley said new position requests must be submitted to the Human Resources Department no later than August 15. There was further discussion on unemployment compensation premiums and claims, and workers compensation rates. Glad pointed out the LTE agreement proposed by Portage County contains verbiage specifying what Golden Sands RC&D is liable for related to the LTEs, which is included in the administrative fee they charge. Bradley reiterated this is an attempt to save some money. Piechowski brought up the option of dissolving the CWWP Board, have Portage County buy out the other partners, and take over the project. Motion by Piechowski to allow all the partner LCCs a chance to discuss and make recommendations to the CWWP Board. Motion failed for lack of a second. Motion by Bradley to try utilizing Portage County to administer the LTEs for 2014 and if it doesn't work, go back to Golden Sands RC&D. Motion failed for lack of a second. A decision can wait until the June meeting. Rohde said he told Louie he will receive a \$1 increase, and Marty will receive a \$.50 increase. Glad said RC&D can also create a casual pool using work study students and/or paid or unpaid interns, which can reduce labor costs. She also questioned whether Portage County must pay LTEs overtime if they work more than 40 hours in a week.

9. Discussion/Possible Action – 2013 RC&D LTE Agreement – Benedict read the agreement, which was previously reviewed by Portage County Corporation Counsel and Golden Sands RC&D. The budgeted amount for LTEs in 2013 is \$19,175, however, the CWWP Board can approve additional funds if needed. Glad questioned whether the

amount is sufficient, given the increases for the LTEs. The LTEs, including Ewan, will be putting in fewer hours. Bradley suggested the partner counties consider lending staff to the CWWP. Another option is to raise fees. Motion by Colby, second by Lowe to approve the LTE agreement. Motion carried by voice vote. Benedict will email copies of the agreement to Board members.

- 10. 2012 Year End Budget** – The budget summary was provided with meeting packets. Benedict noted the figures have not received final review by the Finance Department. Bradley reviewed the reserve account balances. Piechowski asked Rohde to estimate how much money per year is spent on maintenance. Windbreaks are maintained during the planting year and two years beyond. Rohde could not estimate how much is spent on maintenance, but said a trimmer and manpower is all that is needed to maintain the windbreaks. There was discussion on completing windbreak maintenance and liquidation of assets should the CWWP cease.
- 11. Next Meeting Date** – The next meeting is scheduled for Monday, June 24 at 9:30 a.m. at the Hancock Ag Research Station.
- 12. Adjournment** – Motion by Bradley, second by Storke to adjourn. Motion carried by voice vote. Meeting adjourned at 10:45 a.m.

Respectfully submitted,

/Patty Benedict/

Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP (CWWP) GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION
August 12, 2013

Board Members present: Joe Piechowski, Steve Bradley, Barry Jacowski, Ed Hernandez, Greg Lowe, Jerry Storke, Richard Colby, Glenn Licitar, Chuck Sibilsky

Staff/Advisors/Others present: Shannon Rohde, Project Manager, Stan Ewan, Field Supervisor, CWWP; Jennifer Glad, Golden Sands RC&D; Felix Navarro, Superintendent, Hancock Ag Research Station; Patty Benedict, Portage County Land Conservation Division

1. **Call to Order** – The meeting was called to order at 9:30 a.m. by President Piechowski.
2. **Introductions** – Introductions were made.
3. **Approve Agenda** – Motion by Jacowski, second by Piechowski to approve the agenda. Motion carried by voice vote.
4. **Review/Approval – Minutes of April 9, 2013** – Motion by Colby, second by Jacowski to approve minutes as presented. Motion carried by voice vote.
5. **Correspondence** - None presented.
6. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Jacowski, second by Licitar to approve vouchers, purchases and reimbursements. Motion carried by voice vote.
7. **Staff Reports** – **Ewan** reported a significant number of hours were spent replanting 4,818 dead and missing trees and shrubs due to drought conditions. Ewan and the other two LTEs stopped working on July 23 recognizing the LTE budget line item was exceeded. Rohde has been handling the maintenance with occasional help from Benedict.

Rohde reported Ewan measured the windbreaks installed in 2013. There are two projects that were not completed in the spring, which may be installed in the fall. Rohde set up the display at a field day held at HARS. He is working on 2014 windbreak sales. He will be preparing invoices and will have final numbers at the last meeting of the year. Additional projects included random tree plantings, a mowing and seeding project, and reestablishment of a windbreak planted about five years ago. Rohde said he has stock and fabric for the fall plantings and should be able to install them in one or two days with at least one helper.

Navarro arrived. Introductions were made.

Piechowski read the PUBLIC NOTICE: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order. No one registered to speak.

8. Discussion/Possible Action – CWWP Windbreaks Adjacent to Power Lines – Bradley explained, according to the landowner's wishes, a windbreak in Portage County was planted closer to the power lines than the utility company prefers. Jacowski feels the windbreak was a good project; however, the power company has concerns as the trees mature, they will require trimming. Jacowski feels when taxpayer dollars are used to fund windbreaks, there should be a policy in place regarding species allowed under power lines. Representatives from Wisconsin Public Service (WPS) were invited to give a presentation at Portage County's LCC meeting. Jacowski feels the issue should be addressed by the CWWP Board. Bradley suggested setting up a group consisting of LCC members, utility company representatives, landowners, and CWWP staff to develop policies regarding setbacks from power lines and types of species allowed. Bradley passed out copies of brochures - "Avoiding Tree & Utility Conflicts", and "Tree Selection". Rohde said WPS suggests planting 20-30 feet from the power poles. The majority of landowners are not willing to sacrifice that much land. Jacowski agreed windbreaks should be encouraged; however, planting lower growing species near power lines is encouraged, especially for cost shared projects. In order to not discourage business, Hernandez cautioned setting policies that limit customers' options. Bradley believes compromises can be made. Power company representatives will be invited to the next meeting to discuss drafting guidelines. Piechowski suggested having a rough draft of recommendations to work with. No action taken.

9. Discussion/Possible Action – Modification to Portage County/CWWP/Golden Sands RC&D LTE Agreement – Bradley explained the amount in the original agreement is not sufficient. Discussion took place on the number of LTE hours and the amount of additional funds needed to complete the season. Motion by Hernandez, second by Jacowski to approve a modification to the 2013 agreement up to \$33,000. Motion carried by voice vote.

Bradley calculated, if the LTEs were hired through Portage County, there would be a savings of \$5,341, which equals 13 days of productivity for the three LTEs. Glad disputed the calculations. Jacowski asked to have Golden Sands RC&D and Portage County figures to compare. An item will be put on the agenda for a future Board meeting.

10. Discussion/Possible Action – 2014 Fee Schedule – Bradley noted bids were taken for the fabric and saved approximately \$8,000. Rohde suggested increasing the maintenance fee. The increased cost to the landowner is not significant but would bring in revenue on every linear foot of windbreak installed. Motion by Colby, second by Hernandez to increase the Three Year Custom Maintenance from \$.35 to \$.45 per linear foot. Motion carried by voice vote.

Discussion took place on ways to increase sales. The Board, LCCs, LCDs and RC&D were encouraged to promote the CWWP and help seek out new customers for their services. A suggestion was made to contact town officials, in addition to the county highway departments, regarding installation of living snow fences.

11. Review of 2013 Projected and 2014 Proposed Budget – Because of the fabric savings and the fee schedule increase, Bradley suggested applying the additional revenues to the LTEs, increasing the line item to \$37,184. Motion by Jacowski, second by Licitar to approve the budget as amended. Motion carried by voice vote. A copy of the budget will be included in the next meeting packets.

12. Next Meeting Date – The next meeting is scheduled for Monday, October 28 at 9:30 a.m. and a tentative date of Monday, December 16, if necessary. County Conservationists for each county are responsible for inviting utility representatives to the October 28 meeting.

13. Adjournment – Motion by Jacowski, second by Bradley to adjourn. Motion carried by voice vote. Meeting adjourned at 11:25 a.m.

Respectfully submitted,

Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION (HARS)
October 28, 2013

Board Members present: Joe Piechowski, Jerry Storke, Chuck Sibilsky, Greg Lowe, Glenn Licitar, Richard Colby, Steve Bradley, Barry Jacowski, Ed Hernandez

Staff/Advisors/Others present: Dan Siewert and Dale Bowe, Wisconsin Public Service (WPS); Jim Richter, Asplundh/WPS; Jon Gessner, Adams Columbia Electric Cooperative; David Horton, American Transmission Corporation (ATC); Jennifer Glad, Golden Sands RC&D; Shannon Rohde, CWWP Project Manager, Patty Benedict, Portage County Land Conservation Division

1. **Call to Order** – The meeting was called to order at 9:30 a.m. by President Piechowski.
2. **Introductions** – Introductions were made.
3. **Approve Agenda** – Motion by Jacowski, second by Lowe to approve the agenda. Motion carried by voice vote.
4. **Review/Approval – Minutes of August 12, 2013** – Motion by Jacowski, second by Licitar to approve August 12, 2013 minutes as presented. Motion carried by voice vote.
5. **Correspondence** – Benedict read a letter from Hugh O'Donnell, Golden Sands RC&D Representative, who was unable to attend the meeting and named Jennifer Glad as his designee, allowing her to vote on his behalf. Jacowski received a letter from Justin Isherwood, Plover, regarding agenda item #8. The letter will be read into the record at that time.
6. **Review/Approval – Vouchers** – Motion by Colby, second by Jacowski to approve vouchers. Motion carried by voice vote.
7. **Staff Reports** – Rohde reported a two day Conservation Planning Course was sponsored at HARS by the UWEX. An agenda item was windbreaks and wind erosion. Rohde did a presentation on the CWWP, conducted a tour of windbreaks, and did a planting and fabric laying demonstration. Rohde stated he has been working alone since mid July. Evaluations are nearly complete, which includes counting dead and/or missing trees for spring replanting, taking the average height of trees and shrubs, and noting any deer disturbance or other issues causing problems for the windbreak. Rohde reported just under 2,000 trees/shrubs need to be replaced in the windbreaks established in 2011, 2012, and 2013. The 2011 sites receive a final evaluation making sure the guaranteed 95% survival rate is achieved. As a comparison, approximately 5,000 trees were replaced earlier in 2013. A substantial dry period later in the summer affected many trees; however, overall, Rohde feels the sites are doing okay. He has mainly been in the field maintaining the windbreaks, mowing and hand weeding sites. He has attended NRCS work group meetings. He is working on completing invoices and cover letters for customers. There are two windbreak projects he hopes to install yet in 2013. The landowners have been asked to prep the sites.

Rohde said with one LTE, planting and fabric laying for the two windbreaks should take approximately two days. He estimated the final number of miles for 2013 at 12.5 to 13 miles, which includes the two remaining projects and one possible hand planting project. Rohde will begin concentrating on windbreak sales and designing plans for 2014 projects.

Piechowski read the PUBLIC NOTICE: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order. Representatives from utility companies were present to speak regarding agenda item #8.

- 8. Discussion/Possible Action – Policy Regarding Planting Windbreaks Adjacent to Power Lines** – Jacowski explained a situation that was brought to Portage County LCC's attention. A landowner received cost share funds for a windbreak along a new three phase power line, which contained species that could potentially grow into the power lines. When taxpayer dollars are used to cost share windbreaks, the LCC feels there should be a policy to require lower growing species under the lines, or planting taller species an appropriate distance from the lines, to avoid the need for power companies to trim. Jacowski asked the Board and power company representatives for their opinions. Because of the value of cropland, Bradley said landowners prefer planting windbreaks as close to power lines as possible. He referred to Figures 2 and 3 in the booklet provided, "Lines, Limbs, & the Landscape" as a starting point for drafting a policy. Siewert said WPS is fine with planting smaller species under the lines, but they have continual problems with the tall species. Horton noted ATC stipulates restrictions in their easement agreements with landowners, adding any woody vegetation planted within the easement will be removed. Bowe, WPS, encouraged the Board to consider limiting customers who receive cost share funds to choices of low growing species when planted under power lines. If the customer wants taller species, a specified distance from the power lines should be required. Hernandez agreed, adding when spending public funds, the best species should be selected for the particular site, which may not necessarily be the choice of the customer. Lowe and Sibilsky agreed. Gessner said Adams Columbia Electric Cooperative does not own easements, but works with members and landowners to encourage planting low growing species under lines. Rohde asked power company representatives if a landowner can take responsibility for trimming trees. Liability is seen as an issue, as well as landowners that don't follow through or land is sold and subsequent owners may not continue an agreement to trim. Justin Isherwood's letter addressed to Jacowski was read. Jacowski noted he has not received any other complaints or concerns regarding setting a policy. Rohde said landowners are consulted regarding the type of plants they want. If there may be issues with those species, other suggestions are made. Piechowski reiterated a policy would apply only to windbreaks receiving cost share funds which are planted under power lines. Siewert said they have little concern with windbreaks planted near buried lines as they are mainly within road right-of-ways, purchased right-of-ways, and/or easements. Customers can opt for buried lines at their cost, which can be up to 40-50% more. Policy options were discussed, including referencing WPS's brochure "Lines, Limbs, & the Landscape". Siewert mentioned the brochure is updated every few years and is similar to information provided by the National Arbor Day Foundation and International Society of Arboriculture. Rather than naming the type of species that can be planted under lines, Siewert suggested limiting the height to any species that grow to under 25 feet. It was suggested Rohde have a checklist to include contacting the local power company when completing the design. Piechowski

asked Bradley to draft a policy and share with the Board prior to the next meeting. Bradley will research websites for the University of Wisconsin, National Arbor Day Foundation and the International Society for Arboriculture to use as references.

9. **Discussion/Possible Action – Administration of CWWP Limited Term Employees (LTEs)** – Bradley referred to the spreadsheet provided in Board packets comparing Portage County and RC&D rates for administrative fees, fringe benefits, and sick and funeral leave. Glad indicated sick and funeral leave is an option the Board can choose to offer or remove. She referred to the documents provided showing unemployment claims paid for 2011-13 and the narrative outlining what RC&D provides for the 15% administrative fee they receive, noting RC&D just breaks even. Motion by Colby, second by Piechowski to leave the administration of the LTEs with Golden Sands RC&D for a three year term. Rohde said the CWWP is looking for ways to save money and is not proposing dissolving the partnership with RC&D. Glad stated the CWWP may cut costs going through Portage County, but would lose services provided by RC&D. Piechowski said RC&D can offer the end of season bonus, an incentive for LTEs to remain the entire season. Colby said the Board needs to make a decision. Hernandez agreed, adding if Portage County takes over administration of the LTEs, he sees no reason to continue to have a CWWP Board. Jacowski disagreed, stating a cooperative effort among the counties is necessary. He believes more promotion is needed to increase windbreak sales. Rohde proposed having a one year trial with Portage County and if it does not work, return to RC&D. Jacowski said the Intergovernmental Agreement signed by the five partner counties would have to be amended and presented again to each county board. Motion carried by voice vote, Bradley opposed.

10. **Discussion/Possible Action – Portage County/CWWP/Golden Sands RC&D Agreement (Based on decision of agenda item #9.)** – Glad said the term of the agreement should be amended to commence on January 1, 2014 and end on December 31, 2017. Motion by Piechowski, second by Colby to approve the agreement as amended. Bradley asked to have the Board consider discontinuing offering sick and funeral leave to LTEs. An agenda item will be included for the next meeting. Motion carried by voice vote. *(NOTE: A three year term would mean the agreement ends on December 31, 2016, not 2017. Approval for the amended date will appear on the next meeting agenda.)*

- A recess was called at 11:15. The meeting reconvened at 11:20.

11. **Discussion/Possible Action – 2014 Fee Schedule** – Bradley distributed copies of the CWWP Financial Planning for Windbreaks-2013/14, which tracks revenues and expenses for the miles of windbreaks installed. With the \$.10 per foot maintenance fee increase approved at the last meeting, Bradley estimates the point of financial sustainability would be 14 miles instead of 15.5 miles and asked whether the Board would like to consider a \$.05 increase instead of \$.10. Jacowski said the \$.10 increase will help replenish funds taken from the equipment replacement account in years that revenues fell short. Motion by Colby, second by Hernandez to leave the fee schedule as previously approved. Motion carried by voice vote.

12. **Discussion/Possible Action – 2013 Plan of Work Accomplishments/2014 Proposed Plan of Work** – Rohde stated he has not had the time to document the 2013

accomplishments. Motion by Colby, second by Lowe to revisit the Plan of Work at the December meeting. Motion carried by voice vote.

13. **Discussion/Possible Action – Revisions to Business Plan** – Benedict said the revision date, final budget numbers from 2012, and 2013 budgeted figures were updated. Motion by Jacowski, second by Colby to approve revisions to the business plan. Motion carried by voice vote.
14. **Next Meeting Date** – Piechowski requested an item on the next meeting agenda for a proposal to have the CWWP Project Manager become an RC&D employee. The next meeting is scheduled for Monday, December 9, 9:30 a.m. at HARS.
15. **Adjournment** – Motion by Jacowski, second by Lowe to adjourn. Motion carried by voice vote. Meeting adjourned at 11:50 a.m.

Respectfully submitted,

Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP (CWWP) GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION (HARS)
Monday, December 9, 2013

Board Members present: Steve Bradley, Barry Jacowski, Hugh O'Donnell, Joe Piechowski, Josh Saykally, Chuck Sibilsky, Jerry Storke

Staff/Advisors/Others present: Shannon Rohde and Stan Ewan, CWWP; Jennifer Glad, Golden Sands RC&D; Patty Benedict, Portage County Land Conservation Division. Felix Navarro, HARS Superintendent, was present for discussion on agenda item #9.

1. **Call to Order** – The meeting was called to order at 9:30 a.m. by President Piechowski.

2. **Introductions**

3. **Approve Agenda** – Motion by O'Donnell, second by Bradley to approve the agenda. Motion carried by voice vote.

4. **Review/Approval – Minutes of October 28, 2013** – Motion by Piechowski, second by Bradley to approve the minutes as presented. Motion carried by voice vote.

5. **Correspondence** – No correspondence presented.

(Jacowski arrived.)

6. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Bradley, second by Sibilsky to approve vouchers, purchases, reimbursements. Motion carried by voice vote.

7. **Staff Reports – Rohde** reported he has been working on end of year maintenance and evaluations. He estimates between 1,800 and 1,900 trees and shrubs must be replaced. He replanted approximately 200 plants this fall. Equipment has been covered for the winter. Windbreak sales were down in 2013. Two projects, put off until fall, could not be completed due to the sites not being prepped. Final numbers were 60,318 linear feet, or roughly 11.5 miles. He originally had between 16 and 17 miles lined up, but a few landowners backed out and some did not rank high enough to receive cost sharing. He is concentrating on 2014 sales. Regarding equipment storage, Jacowski mentioned there may be room in a Portage County building. Rohde said he has informed landowners that the deadline to sign up for the Environmental Quality Incentive Program (EQIP) is December 20.

Piechowski read the PUBLIC NOTICE: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order. No one registered to speak.

8. **Discussion/Possible Action – Policy Regarding Planting Windbreaks Adjacent to Power Lines** – Bradley stated he used the guidelines from Wisconsin Public Service's (WPS) Lines, Limbs, & the Landscape brochure to draft the policy. He forwarded to Adams-

Columbia Electric Coop and WPS representatives for review and received approvals. Jacowski feels a general policy will allow Rohde to make recommendations and decisions. Piechowski requested an approval date on the policy. Motion by Jacowski, second by O'Donnell to approve the policy. Motion carried by voice vote.

- 9. Discussion/Possible Action – 2014 Summer Intern** – Bradley was contacted by a UWSP professor, offering to fund an intern for 10 weeks in the summer. The University will pay the intern \$11.50 for 40 hours per week. The funding covers wages, but CWWP would have to make employer contributions for workers' compensation and social security. If the intern is employed beyond 10 weeks, funding is entirely at CWWP's expense. Bradley believes an intern could begin after finals mid May. Bradley must provide an announcement and job description to the UWSP for posting. He will get more information regarding the interview process and supervision of the intern and report at the next meeting. Motion by Jacowski, second by Storke to approve pursuing an intern. There was discussion regarding work schedules, possibly having the intern work four 10 hour days. Motion carried by voice vote.

There was discussion regarding bringing on AmeriCorps members to assist with windbreak planting and maintenance. Glad said CWWP needs to submit a request for the number of hours, time frame, number of workers wanted, and a description of work to be performed. There is no fee to bring in workers; however, lodging/camping accommodations, access to shower facilities, transportation, and supervision must be provided. Glad explained the AmeriCorps program. RC&D will be submitting an application around the end of the year. Rohde and Ewan said they could use three or four people starting mid June. There was discussion regarding transportation and camping accommodations. County parks and Boston School Forest campsites, using YMCA shower facilities were mentioned as possibilities. Piechowski suggested Rohde work with RC&D on the application. (Navarro arrived.) Navarro said HARS may be able to provide areas to camp along with shower and kitchen facilities. He added there are projects workers could assist with at HARS through September. Glad added it is not required, but a food stipend or allowance is recommended. Glad will email information to Navarro.

- 10. Discussion/Possible Action – Portage County/CWWP/Golden Sands RC&D Revised Agreement** – Benedict noted Portage County's Corporation Counsel made revisions based on the Board changing the duration of the agreement to three years. The paragraph regarding termination was also reworded. If the amount of exceeds \$37,184 in the next three years, a modification can be done. Motion by Piechowski, second by Jacowski to approve the revisions to the agreement. Motion carried by voice vote.

- 11. Discussion/Possible Action – Limited Term Employee Benefits** – At the last meeting, Bradley suggested eliminating sick and funeral leave benefits that RC&D provides for LTEs. In 2013, an estimated \$328 was paid for those benefits. Currently, funeral leave is granted for immediate family. Sick leave is earned at a rate of 2 hours per 40 hours worked and can be carried over year to year. Rohde does not believe it will be a deciding factor for the current LTEs to return if the benefits are eliminated. Motion by Bradley, second by Jacowski to allow Ewan to keep his accumulated sick leave, but do not allow sick or funeral leave accumulation from this day forward for LTEs. Glad verified that the other returning LTEs' sick leave accumulation is to be zeroed out, and once Ewan's accumulated sick leave is used, he cannot earn any more. Motion carried by voice vote.

12. Discussion/Possible Action – RC&D Proposal for CWWP Project Manager to Become a Golden Sands RC&D Employee – The proposal was included in the meeting packets.

Jacowski referred to the benefits and services included in the proposal and asked what services are currently not provided. Glad replied RC&D does not provide grant writing assistance and they would offer expanded, more aggressive promotional services. Ewan asked what is the purpose of the proposal? Glad responded incentives would be provided to motivate Rohde to increase sales. RC&D has a staff public relations person that could assist Rohde in finding new customers, making sales, increasing CWWP's market, and raising public awareness through increased presence on the web, and at conferences and trade shows. Jacowski asked what benefits there are for RC&D and CWWP if Rohde is an RC&D employee. Glad stated RC&D would receive the difference in Rohde's current fringe (34.56%) and RC&D's fringe rate (20.57%) as an administrative fee, which would be used to provide increased services. Jacowski suggested RC&D present a proposal with costs to provide the increased services, as Rohde has indicated he is not interested in becoming an RC&D employee. Glad said the proposal comes with minimal costs to the CWWP. Rohde asked where the money for incentives will come from. Glad replied a percentage of revenues realized from sales will be used. Rohde stated any additional revenues are held in reserve accounts to sustain the program in years when sales are under the goal. He declined RC&D's proposal. Motion by Bradley, second by Jacowski to have the Project Manager position remain under Portage County, and request a proposal from RC&D with costs of benefits and services not currently included. There was discussion on some of the issues affecting windbreak sales – product prices landowners are paid, landowner's support of the program and understanding the benefits of windbreaks, changes in tillage practices, etc. Bradley said the average windbreaks sold, over the last 10 years since Rohde has been the Project Manager, comes to about 15.5 miles per year. Bradley noted a recently passed DATCP rule limits wind erosion in addition to water erosion. Counties may offer landowners cost sharing, forcing them to bring fields within tolerable soil loss (T) levels. Motion carried by voice vote.

13. Discussion/Possible Action – 2013 Plan of Work Accomplishments/2014 Proposed Plan of Work – Rohde reviewed the 2013 accomplishments. Objective A - Roughly 11.5 miles of windbreaks were planted, 46.5 miles maintained, and a couple of seeding projects were completed. Time did not permit for activities under Objective B. Piechowski feels it is important for Rohde to attend and provide information about the CWWP at ag agent meetings. Objective C – Rohde attended various Wisconsin Potato & Vegetable Grower (WPVGA) meetings and attended their conference. He provided a spring article and will submit a fall article to the Common Tater. He attended various field days at HARS. A windbreak tour, presentation, planting, and fabric laying demonstration was held in late October. Approximately 24 conservation department representatives attended. Piechowski suggested inviting new LCC members and LCD staff to future tours. Rohde noted he was unable to schedule a class with UWSP students and a Conservation Field Day was not held at HARS. Objective D – The 2014 budget, reports, Plan of Work, and business plan updates have been completed. He submitted a grant request to DATCP in the spring, but was not funded. He attended Portage County's LCC meeting, will be attending Adams and Juneau this week, and will attend the next meeting for the remaining counties. Objective E – Rohde said he has been working with county and state highway departments promoting living snow fence projects, but has not been able to devote time to research purchasing easements. The 2014 Plan of Work is as presented at the previous meeting, except Benedict will change the number of miles to be maintained for 2013 to 11.5 miles (Objective

A, Action Item 2). In addition to promoting the windbreak program, Jacowski asked what the Board can do to help meet the goal of 15.5 miles of windbreaks. In some counties, Rohde stated, often windbreaks do not rank high enough to receive funding. Saykally suggested counties provide Rohde with their Land and Water Resource Management (LWRM) plan, which indicates areas where wind erosion is an issue. Windbreak sales could be focused in these areas. There was discussion on the emphasis on soil erosion in the new DATCP rule, and enforcement by counties. For 590 plans, counties need to ensure that certified planners are taking wind events into consideration when calculating soil erosion. Windbreaks can be a solution for maintaining compliance. Ewan and Rohde asked Board members to spread the word when making site visits with landowners, and promote living snow fences with their county highway department commissioners. They also said receiving cost share funds from counties is critical. Motion by Jacowski, second by Sibilsky to approve the 2013 Accomplishments and 2014 Plan of Work. Motion carried by voice vote.

14. Next Meeting Date – The next meeting is scheduled for April 14, 2014 at 9:30 a.m. at HARS.

15. Adjournment – Motion by Jacowski, second by Piechowski to adjourn. Motion carried by voice vote. Meeting adjourned at 11:05 a.m.

Respectfully submitted,

/Patty Benedict/

Patty Benedict, Recording Secretary