

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING  
HANCOCK AG RESEARCH STATION  
April 29, 2014

**Board Members present:** Richard Colby, Chuck Sibilsky, Ed Hernandez, Greg Lowe, Barry Jacowski, Steve Bradley, Joe Piechowski, Hugh O'Donnell

**Staff/Advisors/Others present:** Shannon Rohde, Stan Ewan, Jennifer Glad, Bill Clendenning, Wally Sedlar

1. **Call to Order** – The meeting was called to order at 9:30 a.m. by Bradley.
2. **Introductions** – Introductions were made.

**Addendum – Election of Officers – President, Vice President, Secretary, Treasurer** – Bradley called for nominations for the position of President. Piechowski was nominated by Jacowski. Bradley called three times for further nominations. Hearing no further nominations, motion by Jacowski, second by Sibilsky to close nominations and cast a unanimous ballot for Piechowski.

Piechowski called for nominations for the position of Vice President. Colby was nominated by Jacowski. Piechowski called three times for further nominations. Hearing no further nominations, motion by Jacowski, second by O'Donnell to close nominations and cast a unanimous ballot for Colby.

Piechowski called for nominations for the position of Secretary. Hernandez nominated Sibilsky. Piechowski called three times for further nominations. Hearing no further nominations, motion by Lowe, second by Jacowski to close nominations and cast a unanimous ballot for Sibilsky.

Piechowski called for nominations for the position of Treasurer. Jacowski nominated Bradley. Piechowski called three times for further nominations. Hearing no further nominations, motion by Colby, second by Jacowski to close nominations and cast a unanimous ballot for Bradley.

3. **Approve Agenda** – Agenda was approved by consensus.
4. **Review/Approval – Minutes of December 9, 2013** – Motion by Jacowski, second by O'Donnell to approve minutes as presented. Motion carried by voice vote.
5. **Correspondence** – No correspondence presented.
6. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Piechowski, second by Jacowski to approve vouchers, purchases, and reimbursements. Motion carried by voice vote.

7. **Staff Reports – Ewan** returned to work on April 21. He has been replanting trees and shrubs in the existing windbreaks. Tree and shrub stock arrived on April 22.

**Rohde** reported they are working with landowners on finishing site preparation. Cost share contract information has been provided to counties. When the contracts are signed, they will begin machine planting. Rohde stated he attended a training event over the winter. He set up the information booth for the Prairie Chicken Festival at the Central Waters Brewery. He and Ewan did a tour and presentation with Jacob Prater's class, UWSP Soils Department. Rohde estimated they have just over 15 miles of windbreaks to be installed if all of the projects go through. He noted Environmental Quality Incentive Program (EQIP) funding has not yet been determined, but he ordered the stock and fabric for those projects. Rohde said NRCS staff does not know when projects will be approved or funds will be released. He has one EQIP project each in Adams, Portage, and Waushara Counties awaiting approval. He and Ewan have been getting organized and preparing equipment. Additional projects are a 4,000 tree planting in Waupaca County and a 500 tree planting in Adams County. Rohde reported on past LTEs, Louie and Marty. Louie has a full time position and will not be returning. Marty has a part time position driving truck for a potato grower. He could be available the middle of May.

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 – Revision to Planting Policy Near Utility Lines to Include Compliance with NRCS Standards** – Copies of the revised policy were distributed. Bradley explained after the policy was approved by the Board in December, Greg Rebman, NRCS State Forester, reviewed the policy and suggested revisions to follow NRCS standards when using NRCS cost share funds. Motion by Jacowski, second by Colby to approve the policy revisions. Motion carried by voice vote.
9. **Discussion/Possible Action – Summer Intern Position** – Rohde reported he has been working with UWSP Professor Prater and provided him a copy of the LTE position description. Prater then sent the position description to five qualified students. Rohde received three resumes. After reviewing, Rohde and Ewan ranked the resumes and set up interviews. One student had already accepted a position. They interviewed the other two students, both motivated, and with good knowledge and experience. The intern position was offered to one of the students and he accepted. He can start once classes are finished the middle of May. The UWSP internship pays for 400 hours. Social security is paid from the CWWP budget. There is an option to have him work longer, paying him fully out of the LTE budget. Rohde proposed hiring the other student through RC&D to fill another LTE position, if she is willing to accept. She is waiting to hear back from another potential internship and will get back to Rohde. If necessary, RC&D can advertise for another LTE position. Glad explained the process to hire an LTE. There was discussion on the number of LTE staff needed. Other UWSP students not considered for internships, were mentioned as possible source for LTEs.
10. **Update – AmeriCorps Volunteers** – Glad said final approval has not been received by AmeriCorps. A preproposal was approved. A full proposal was submitted for 520 hours for

the CWWP. Glad said she is waiting to hear from the Boston School Forest (BSF). In exchange for accommodations, RC&D offered to have the volunteers do work at BSF. Transportation must be worked out. Glad said the volunteers come from Iowa. Rohde said potentially eight to 12 volunteers would work two or three days in the third and fourth weeks of June. If the volunteers are approved by AmeriCorps, Rohde suggested reducing the hours for paid LTEs and using the volunteers to save money. Volunteers could be brought back for a second round of weeding in August. Glad noted if current LTEs' hours are reduced, they may qualify for unemployment.

**11. Discussion/Possible Action – RC&D Proposal to Provide Marketing and Promotional Services** – Glad distributed and described a list of services available through RC&D, which have been identified as areas of need in the CWWP Business Plan. The RC&D Council established a contract hire rate of \$35 per hour, which includes labor, fringe, administrative fee, etc. Jacowski said he would like time to look over the proposal. Glad said the number of hours needed for various services differs. Hours could be paid for, or banked and used when the need for a service arises. Piechowski suggested Rohde contact the Towns Association and local townships and promote CWWP services. Referring to the list, Hernandez feels priority items are sales support, targeting auxiliary services, regular press releases, and collaborating with partner organizations. He suggested the Board choose one or two items on a trial basis. Jacowski also suggested considering grant writing assistance. Clendenning suggested counties contact their UW-Extension offices for help with grant writing. Bradley said the UWSP has grad students looking for grant writing experience. He added the greatest need is for cost share funding. Rohde stated he has been working with the Department of Transportation representative and some of the county highway departments on living snow fence installations. The LaCrosse County Highway Commissioner may have some projects in 2015. Bradley said another emerging market may be planting trees for screening fields that receive liquid manure irrigation. He suggested Rohde contact the DNR to find out which farms are irrigating with manure. Clendenning said Alexander Field (Wisconsin Rapids) and the Marshfield airport have tree replanting projects planned. Jacowski asked Rohde to go through the list and note the services that they do not have time for that could be provided by RC&D.

**12. Next Meeting Date** – The next meeting is scheduled for Monday, June 16 at 9:00 a.m. at the Hancock Ag Research Station.

**13. Adjournment** – Motion by Colby, second by Jacowski to adjourn. Motion carried by voice vote. Meeting adjourned at 2:10 p.m.

Respectfully submitted,

/Patty Benedict/

Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING  
HANCOCK AG RESEARCH STATION  
June 25, 2014

**Board Members present:** Bill Clendenning, Joe Piechowski, Greg Lowe, Chuck Sibilisky, Richard Colby, Steve Bradley, Ed Hernandez, Barry Jacowski

**Staff/Advisors/Others present:** Shannon Rohde, Stan Ewan, Patty Benedict, Jennifer Glad

1. **Call to Order** – The meeting was called to order at 9:00 a.m. by President Piechowski.
2. **Introductions** – Introductions were made. Clendenning stated he is the representative from the Wood County Board of Supervisors.
3. **Approve Agenda** – Motion by Jacowski, second by Hernandez to approve the agenda as presented. Motion carried by voice vote.
4. **Review/Approval – Minutes of April 29, 2014** – Motion by Jacowski, second by Sibilisky to approve the minutes as presented. Motion carried by voice vote.
5. **Correspondence** – No correspondence presented.
6. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Piechowski, second by Jacowski to approve vouchers, purchases, and reimbursements. Motion carried by voice vote.
7. **Staff Reports – Ewan** reported replants in 2012 and 2013 windbreak sites totaled 2,278. The spruce trees were hit hard. They left a lot of spruce, hoping they would recover, and many did. Most sites have been planted. The weather has been favorable. Fabric installation is nearly complete. Marty (Systema), LTE, started May 13. Ewan said the UWSP intern is an excellent worker. Ewan said the equipment is getting old and will be needing repairs, but is still less expensive than replacing at this time. They are working on site maintenance, mowing and weeding.

Ewan mentioned an issue with a windbreak site. Rohde was verbally told by the NRCS office that Environmental Quality Incentive Program (EQIP) cost sharing was approved. After planting the site, the landowner informed them he received a letter from NRCS denying the cost sharing. Rohde explained the situation and gave a timeline. He left phone messages for the District Conservationist, but has not received a return call. In the future, Hernandez suggested Rohde keep a paper trail when making contacts with landowners, counties, and agencies. Rohde was instructed by the Board to contact the landowner and assure him he will not be responsible for the cost shared amount, and ask for copies of the landowner's correspondence from NRCS. Bradley said NRCS decisions on cost sharing are needed earlier in the year, prior to ordering stock for windbreaks. Rohde was told this year's delays were due to the Farm Bill. After discussion, it was decided Rohde should contact the District Conservationist, and possibly the Assistant State Conservationist, to discuss how to resolve the issue. Hernandez may be asked to help. An item will be placed on the next meeting agenda.

Ewan stated there was leftover tree and shrub stock and fabric from 2013, which they used in 2014. In the upcoming weeks, they will plant and lay fabric on the last two sites, continue to mow and weed the windbreaks, and measure and do tree counts on the sites for invoicing.

Piechowski asked if there is equipment that needs to be replaced. Rohde replied nothing needs to be replaced at this time. Repairs were done to the F350 for slightly over \$1,200, and minor repairs and regular maintenance on the mower, four wheeler, and trailers. He said the fabric layer, planters, and tractors are in good condition. Ewan said the smaller Kubota tractor is due for inspection and maintenance this fall.

**Rohde** reported they did a 500 tree planting near Hancock, and planted just under 4,000 trees near Manawa in an open field. He has made several contacts for 2015 windbreaks, including possible living snow fence projects through the DOT and Portage County Highway Department. Rohde estimates between 15 and 15.5 miles of windbreaks for 2014. He will set up a display at Farm Technology Days in Portage County. Rohde reported the tread on the F250 tire blew off, causing damage to the side of the truck and breaking the topper window. He was able to drive the truck to Scaffidi Motors. An estimate of about \$2,500 was provided and an incident report was filed to be turned into the insurance company. Repairs and body work were estimated to take three to four weeks. Because they need the truck now, Rohde had the two rear tires replaced and arranged to have the remaining repairs done when the CWWP workload slows down.

Glad asked if the intern's hours will be extended beyond the 400 hours paid by the UWSP. Rohde said the intern started on May 22 and has been averaging 40 hours a week. Rohde said he will consider the workload near the end of the intern's hours and decide whether to keep him on. Glad said she will need to know in advance in order to complete paperwork. There was discussion on the pay rate for the intern if he continues after the 400 hours are used. Rohde reiterated the intern is working out very well.

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. **Update – AmeriCorps Volunteers** – Glad reported she requested two AmeriCorps teams, but will get one team, shared with Adams County. They will arrive on June 30 and depart on August 24. Tentatively, a team of 8-10 volunteers should be available to the CWWP on August 18 and 19 and can work up to 10 hours each day. If the weather is inclement, the team is not allowed to work and will likely not be rescheduled. The crew will be staying at the Boston School Forest. Glad offered the biographies on the crew members.
9. **2013 Budget Report** – Bradley distributed the CWWP Financial Planning for Windbreaks 2013/14. He used the final numbers from the 2013 budget report prepared by Benedict, noting revenues are from windbreak sales only; grassland planting revenues are not included. Because of the fee schedule increase approved for 2014, the goal of 15.5 miles of windbreaks should generate approximately \$8,000 profit. A more realistic break even figure is 14.3 miles. Jacowski feels the CWWP should maintain the goal of 15.5 miles to replenish funds in the equipment maintenance account.

**Addendum – RC&D Proposal to Provide Marketing and Promotional Services** – At the April CWWP Board meeting, the proposal was introduced. Glad said the next step is to prioritize items and determine the number of hours needed for requested services. She said there will most likely be a surplus in the LTE line item, due to the intern position being paid through the UWSP. Glad said grant writing, sales support, and marketing living snow fences to municipalities were mentioned as areas of need at the last meeting. Piechowski suggested Rohde attend the counties' Towns Association meetings. Benedict is compiling a list of the town clerks for the partner and surrounding counties to provide information and promote living snow fences. Glad suggested providing towns with a comparison between the cost to put up and take down snow fences year after year, and installing a living snow fence. Clendenning recommended having Rohde set up a display at the Wisconsin Counties Association meeting, held in Wisconsin Dells, September 14-16, and the Towns Association at the Holiday Inn Stevens Point, October 26-28. Piechowski feels the brochures and handouts should be upgraded and improved. Rohde reviewed the list and indicated the services he feels he can accomplish, services that are, or can be provided by Portage County (as the administrator of the CWWP), or with the assistance of the partner counties. Piechowski believes there should be more press releases in the local newspapers. Glad said RC&D's intent is to use their resources to provide additional support to the CWWP. The list was compiled from issues identified in the Business Plan and Plan of Work. From a financial standpoint, Rohde said he can't justify spending additional money without a guaranteed return. No action taken.

Jacowski verified with Piechowski that he receives and reviews Board meeting agendas prior to sending out. Piechowski replied he does. Piechowski asked to have "Future Agenda Items" on meeting agendas going forward.

- 10. Next Meeting Date** – The next meeting is scheduled for Thursday, August 21 at 9:00 a.m. at the Hancock Ag Research Station.
- 11. Adjournment** – Motion by Jacowski, second by Hernandez 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 GROUP BOARD MEETING  
HANCOCK AG RESEARCH STATION  
August 21, 2014

**Board Members present:** Dan Wysocky, Bill Clendenning, Steve Bradley, Jerry Storke, Ed Hernandez, Greg Lowe, Chuck Sibilsky, Joe Piechowski, Dick Colby (arrived at 9:25 a.m.)

**Staff/Advisors/Others present:** Shannon Rohde, Patty Benedict

1. **Call to Order** – The meeting was called to order at 9:05 a.m. by President Piechowski.
2. **Introductions** – Introductions were made.
3. **Approve Agenda** – Motion by Hernandez, second by Lowe to approve the agenda. Motion carried by voice vote.
4. **Review/Approval – Minutes of June 25, 2014** – Motion by Bradley, second by Sibilsky to approve minutes as presented. Motion carried by voice vote.
5. **Correspondence** – No correspondence presented.
6. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Bradley, second by Hernandez to approve vouchers, purchases, and reimbursements. Motion carried by voice vote.
7. **Staff Reports** – Since the June meeting, planting and fabric laying have been finished. The windbreaks are doing well, helped by timely rains, and Rohde expects the success rate to be exceptional. He stated 14.9 miles have been installed. He hopes to extend a couple of windbreaks this fall, using leftover stock and fabric. Rohde set up the display at Farm Technology Days, August 12-14. There was good traffic flow and he got a few leads for future windbreaks. He reported the LTEs stopped working on July 18. The intern has been working periodically to use the 400 hours allotted. His last day will be August 22. Rohde will complete the necessary paperwork and provide a grade to close out the internship. They are caught up with weeding and mowing. Rohde will continue to weed and mow sites as needed. He has invoices prepared and will send to customers. Sibilsky asked how the equipment is holding up. Rohde replied some repairs were done on the F150 truck. He will take the tractors to Service Motors in the fall for routine maintenance. Rohde said budget numbers look good at this point and he estimates being able to put between \$15,000 and \$20,000 in the equipment maintenance account. The intern's hours, leftover stock and fabric used from the previous year, and using the LTEs sparingly helped save money this year. Piechowski asked if getting an intern again next year is a possibility. Rohde replied he mentioned to Jacob Prater, UWSP Soils Professor, that the CWWP would be interested in one or two interns next year. Regarding the remaining repairs to the damaged truck, Rohde will schedule an appointment with Scaffidi. Benedict noted insurance will not cover the cost of the rear tire as it was the cause of the accident. After the deductible, approximately \$1,800 of the estimated \$2,600 will be covered.

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.

- 8. Discussion – Natural Resources Conservation Service (NRCS) Environmental Quality Incentive Program (EQIP) Cost Share Funding** – Rohde explained he was told funding was approved and after the windbreak was installed, the farmer received notification that, because some paperwork was missing, funding was denied. Rohde spoke with the NRCS Area Assistant State Conservationist and the State Conservationist and reported the situation has been handled. Paperwork was turned in by the farmer and the cost sharing will be reinstated. Bradley asked what needs to be done to make sure the situation does not reoccur. Rohde feels there was a lack of communication and he will make sure the appropriate paperwork is complete before planting begins. Rohde said NRCS is supportive of windbreaks and tree planting; however, the amount budgeted for all practices in the five county CWWP area is approximately \$330,000. There was discussion on the local work group meeting that was held in Hancock, and the new ranking system. The deadline for EQIP signup is October 3. Rohde stated the timing is poor because it is harvest time. He will encourage landowners to submit an application and decide later whether to follow through with a project. Bradley suggested putting together aerial photos with suggested sites for windbreaks. He also informed the Board that he submitted a Regional Conservation Partnership Program (RCPP) grant on behalf of the CWWP, requesting \$25,000 for cost sharing for each of the next five years. It was not chosen for a full grant proposal; however, information will follow on where the proposal fell short and areas of improvement for future funding requests.
- 9. Discussion/Possible Action – 2015 Fee Schedule** – Under Installation Fees, Rohde noted more accurate costs for hand planting (seedlings) is \$1.00 per plant, and hand transplanting is \$2.00 per plant. Motion by Bradley, second by Sibilsky to increase hand planting from \$.65 to \$1.00 per plant and increase hand transplanting from \$.75 to \$2.00 per plant. Motion carried by voice vote.
- 10. Discussion/Possible Action – 2014 Budget Projections/2015 CWWP Budget** – There was discussion whether the 2015 budgeted amount for fabric will be enough. After discussion, it was decided the amount will remain at \$22,000. For 2014, the proposed projected figure for the LTE line item shows the entire budgeted amount being used; however that will not be the case. A closer estimate will be in the low \$20,000 range. Bradley suggested letting Golden Sands RC&D know, for their budgeting purposes, that there is a possibility of hiring intern(s) again in 2015, which may decrease the amount of their administrative fee. Bradley distributed copies of the CWWP Financial Planning for Windbreaks-2013/14. He noted the actual miles of windbreaks installed in 2014 should be 14.9 instead of 15.7. With increases to the fee schedule made for 2014, the break even point is now 14.3 miles, but it was felt 15.5 miles should remain the goal to build the reserve account. Bradley pointed out the net projected revenue shown for 2014 does not take into account the savings from the intern or using leftover fabric and stock. For the 2015 budget, Benedict stated increases were made to the line items for equipment repairs, vehicle repairs/maintenance and vehicle labor costs. Motion by Bradley, second by Piechowski to approve the 2014 budget projections and 2015 budget. Motion carried by voice vote.

- 11. Future Agenda Items** – May include the Plan of Work, RC&D LTE agreement, updates to Business Plan, discussion on Americorps volunteers, and possible interns and/or work study students.
- 12. Next Meeting Date** – The next meeting is scheduled for Monday, December 15 at 9:00 a.m. at the Hancock Ag Research Station.
- 13. Adjournment** – Motion by Clendenning, second by Bradley to adjourn. Motion carried by voice vote. Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING  
HANCOCK AG RESEARCH STATION  
December 15, 2014

**Board Members present:** Steve Bradley, Bill Clendenning, Richard Colby, Greg Lowe, Hugh O'Donnell, Charles Sibilsky, Dan Wysocky

**Staff/Advisors/Others present:** Stan Ewan, Shannon Rohde, Amy Thorstenson, Patty Benedict

1. **Call to Order** – The meeting was called to order at 9:05 a.m. by Vice President Colby.
2. **Moment of Silence Honoring Joe Piechowski** – Benedict had a sympathy card for members to sign for Joe, and a card for Marty, Louie (CWWP LTEs), and Paul Systma (employed at HARS) whose brother was killed in a car accident recently.
3. **Introductions** – Introductions were made.
4. **Confirmation – Richard Colby, Board President** – Motion by Wysocky, second by O'Donnell to confirm Richard Colby as Board President. Motion carried by voice vote.
5. **Elect Vice President** – Colby called for nominations for Vice President. Clendenning nominated O'Donnell. Colby called three times for further nominations. There being no further nominations, motion by Clendenning, second by Lowe to cast a unanimous ballot for O'Donnell for Vice President. Motion carried by voice vote.
6. **Approve Agenda** – Benedict noted the numbering on the agenda is incorrect. Motion by O'Donnell, second by Sibilsky to approve the agenda with the numbering corrections. Motion carried by voice vote.
7. **Review/Approval – Minutes of August 21, 2014** – Motion by Clendenning, second Lowe to approve the minutes as presented. Motion carried by voice vote.
8. **Correspondence** – No correspondence presented.
9. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Lowe, second by Bradley to approve the vouchers. Motion carried by voice vote.
10. **Staff Reports – Rohde** reported he and Ewan planted a windbreak in the fall. They used extra stock and fabric to add to a windbreak planted in the spring. The additional planting brings the total for 2014 windbreaks to 15.4 miles. Miscellaneous projects included planting 4,000 trees in Waupaca County, 500 trees in an open field near Hancock, and providing additional maintenance to two windbreaks beyond three years. Extra plant stock and staples were also sold to customers. Renovations were done to a Heartland Farms windbreak, replanting missing/dead plants. The customer near Hancock ordered 500 more trees to be planted in 2015. Rohde said the summer intern through the UWSP worked out well, saving \$4,600 in the LTE budget line item. He hopes to get another intern or two in 2015. Evaluations were

completed in the fall. Rohde noted this is the best year in terms of success rate since he started with the CWWP 12 years ago. Approximately 1,100 missing trees/shrubs need to be replanted in 2015, compared to 2,200 in 2014 and 5,500 in 2013. Rohde noted that half of the 1,100 that did not survive were silver maple and highbush cranberry shrubs. Those species can either do very well or not well at all depending on the site conditions. He has been working on sales for 2015. He has several new customers. The Portage County Highway Department has approved funding for living snow fences to be installed in 2015 along Highway 10. All but a couple of payments have been received. Clendenning mentioned the airports in Wisconsin Rapids and Marshfield are considering projects. Rohde attended an Airport Commission meeting and explained the windbreak program. He has been attending LCC meetings, with meetings at Marquette, Marathon, and Wood Counties remaining. Lowe questioned whether maintenance is included for all projects. Rohde stated maintenance is included when fabric is installed. Thorstensen asked where the new customer referrals are from, offering to focus RC&D's outreach. Rohde said customers have heard about the CWWP in various ways: LCDs, personal contact, windbreak identification signs, current customers, etc. Rohde reported Melissa Knipfel, Portage County NRCS District Conservationist, has accepted a different position, leaving a vacancy until the hiring process is complete. Bradley asked about the Highway 10 project. Rohde said from Interstate 39 west toward Marshfield, there are gaps in living snow fences planted when the highway was constructed. Currently plastic snow fences are being used in the gaps. Bradley asked about repairs to the 1999 Ford F150. Ewan said they put a lot of miles on the truck, using it for making trips rather than the larger diesel trucks. After the repairs, Rohde feels the truck will be reliable and should last for a while.

Colby 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.

**11. Discussion/Possible Action – Equipment Repairs** – Rohde stated the LTE that previously serviced the two Kubota tractors did not return this season. Service Motors had a fall maintenance special for \$250, which included general service and pickup and delivery of the tractors. Recommendations for other service/repairs are additional. Service Motor found a number of things to be fixed, with estimated costs of \$3,500 for both tractors. Rohde said half of the total cost would be to replace a hand crank on the small tractor with a third hydraulic arm making height adjustments for equipment easier. Since it was a good revenue year, Rohde requested approval for the repairs and upgrade. He also suggested having the fall maintenance special done at least every other year. Motion by Clendenning, second by Sibilsky to approve up to \$3,500 for equipment repair, funds to be taken from the equipment replacement account. Bradley asked if plans should be made to purchase a new or replacement tractor in the future. Rohde and Ewan don't feel there is a need for a new tractor and believe the repairs and maintenance done on the tractors will be sufficient. Because they are only used for a few months, the amount of hours put on the tractors is relatively small. Rohde stated HARS has an agreement with Service Motors and Case, where they test new tractors for a minimal charge. He is checking into the possibility of working out a similar arrangement for the CWWP. Motion carried by voice vote.

Rohde has done some research on a mower to pull behind the four wheel ATV. It would save wear and tear from loading the tractor on the trailer. He estimates the cost for a 48" wide cut between \$1,500 and \$2,000, which would fit on the ATV trailer. A request will be placed on the next agenda.

**12. Discussion/Possible Action – RC&D Limited Term Employee (LTE) Agreement –**

Benedict stated the agreement is in the second year of a three year term. If there are no changes requested by the Board, the agreement will remain the same as year one. Thorstenson stated the RC&D Council approved an increase in the administrative rate from 15% to 18%. Thorstenson explained what is provided in the administrative rate. The agreement states that any modification of the agreement must be in writing, and agreed upon by all parties. There was discussion regarding revisiting the possibility of hiring the LTEs through Portage County. Thorstenson noted the LTEs claim unemployment, which can exceed the amount of administrative fees RC&D collects. Motion by Clendenning, second by Sibilsky to have Portage County's Corporation Counsel and County Executive review the agreement and make a recommendation for the next Board meeting. Motion carried by voice vote.

**13. Discussion/Possible Action – AmeriCorps Volunteers/Work Study/Interns –**

Benedict requested approval to submit an application to AmeriCorps for a team of up to 10 volunteers to help with windbreak maintenance for one week in June and one week in August. Felix Navarro, HARS Superintendent, offered to let the volunteers camp at HARS and use the kitchen and bathroom/shower facilities. Benedict also mentioned contacting the UWSP regarding the possibility of work study students and interns. Motion by Wysocky, second by Clendenning to proceed with the AmeriCorps application and pursuing work study students and interns. Motion carried by voice vote.

**14. Discussion/Possible Action – 2014 Plan of Work (POW) Accomplishments/2015 Plan of Work –**

Rohde reviewed 2014 accomplishments. In the 2015 POW, revise Objective B to read, "Explore the relationship between conservation cropping systems and crop yield and quality as time and cooperation permit." Objective C6 – add work with Mid-State Technical College in addition to UWSP to educate students about the CWWP and wind erosion. Regarding Objective E, Rohde explained he works with county highway departments to establish living snow fences within the right-of-way. Benedict pointed out other minor revisions to the 2015 POW: Objective A1 under remarks, add hire interns; Objective C1 under remarks, eliminate names and use titles – WPVGA Executive Director and HARS Superintendent; Objective A5 – change WLWCA to WI Land+Water; Objective D4, under Responsible Person(s), remove Jennifer Glad, and under remarks, add "Apply for AmeriCorps volunteer team, UWSP intern(s), work study students." Motion by Clendenning, second by Wysocky to approve the 2014 POW Accomplishments and 2015 POW. Motion carried by voice vote.

**15. Discussion/Possible Action – Business Plan Updates –**

Benedict pointed out revisions: On the table of contents page, the revision date of December 2014 was added; on page 3, under Competitive Analysis, the second sentence now reads "Because the CWWP is a branch of county government, there is a relatively low markup for products and services." On page 5 under Marketing Plan, Promotion, the first sentence now reads, "This is the element that is somewhat lacking in the marketing mix, but is improving." On page 6 under Legal, Financial Organization, in the second paragraph, Limited Term Employee (LTE) is spelled out. For the budget history, final figures for 2013 and 2014 approved budget figures were added. Motion by Lowe, second by O'Donnell to approve the Business Plan updates. Motion carried by voice vote.

**16. Future Agenda Items –** The LTE Agreement and possible purchase of a pull behind mower will be included on the next agenda.

**17. Next Meeting Date** – The next meeting is scheduled for Thursday, March 5 at 9:00 a.m. at the Hancock Ag Research Station.

**18. Adjournment** – Motion by Clendenning, second by Wysocky to adjourn. Motion carried by voice vote. Meeting adjourned at 10:20 a.m.

Respectfully submitted,

/Patty Benedict/

Patty Benedict, Recording Secretary