

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION
N3909 County Road V, Hancock WI 54943
March 5, 2015

Board Members present: Steve Bradley, Bill Clendenning, Richard Colby, Ed Hernandez, Greg Lowe, Chuck Sibilsky, Jerry Storke, Dan Wysocky

Staff/Advisors/Others present: Patty Benedict, Felix Navarro, Shannon Rohde, Amy Thorstenson

1. **Call to Order** – The meeting was called to order at 9:00 a.m. by President Colby.
2. **Introductions** – Introductions were made.
3. **Approve Agenda** – Motion by Clendenning, second by Wysocky to approve the agenda. Motion carried by voice vote.
4. **Review/Approval – Minutes of December 15, 2015** – Motion by Bradley, second by Lowe to approve the minutes as presented. Motion carried by voice vote.
5. **Correspondence** – No correspondence presented.
6. **Review/Approval - Vouchers, Purchases, Reimbursements** – Motion by Clendenning, second by Storke to approve vouchers, purchases, and reimbursements. Motion carried by voice vote.
7. **Staff Reports** – Since the last meeting, **Rohde** stated he has been working on completing end of year paperwork and continuing to sell windbreaks. He provided an estimate of 16.3 miles sold to date, adding the figure is not firm. Two landowners requested field tree planting projects, one with 500 trees and one with 3,000 trees. He reported Service Motors finished maintenance on the tractors. The final invoice was slightly higher than estimated, but Rohde was satisfied with the repairs. Rohde said he will be meeting with Portage County Highway Department staff regarding living snow fence projects. The Highway Commissioner is considering budgeting a significant amount each year for living snow fence projects. A large project along Highway 10 in Portage County will be done in 2015. He has been working on windbreak plans, sending estimates to customers, and ordering tree and shrub stock. He will be attending the WI Land+Water Conference in Appleton, March 9-11. Regarding Limited Term Employees (LTEs), Rohde contacted the UWSP professor he worked with last year about a paid internship again this year. While he is unsure a paid intern is possible, Rohde said he received resumes from two current UWSP students. Both appear to be good candidates. He will set up interviews soon. Sibilsky asked for a breakdown of living snow fences. Rohde said there are two projects, one in Portage County, estimated at 3.9 miles, and one in Green Lake County, estimated between 1.5 and 2 miles. Clendenning told Rohde the Wisconsin Rapids airport will be discussing windbreaks at their meeting today at 4:30. Rohde explained the airport is considering a

double row shrub planting by the landing strip. Storke asked whether the Wood County Highway Department has contacted him. Rohde replied they have not.

Navarro reported the Hancock Agricultural Research Station (HARS) is having a centennial celebration in 2016. He has had meetings with growers, former faculty, and HARS staff attempting to put together a historical account of HARS, their relationship with growers and the agriculture industry. At one of the meetings, it was suggested to reach out to the CWWP and offer to highlight the program. Founded in 1916, studies for the first 40 years at HARS were mainly based on soil science, with some emphasis on erosion control. Navarro said there will be additional meetings within the next few weeks. Justin Isherwood, a local writer, is helping put together the historical information. Rohde said the CWWP has done a number of windbreak plantings on HARS property, using a variety of trees and shrubs over the years. Being hosted at HARS, Navarro invited the CWWP to share its history and highlight its efforts with the agriculture industry. Navarro will inform Rohde when meetings are scheduled.

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.

- 8. Discussion/Possible Action – Golden Sands RC&D 2015 Dues** – Bradley stated RC&D's 2015 dues increased by \$100, now \$350. The increase was not budgeted. Motion by Hernandez, second by Wysocky to approve exceeding the budget for RC&D dues. Motion carried by voice vote.
- 9. Discussion/Possible Action – Limited Term Employee (LTE) Consulting Services and**
- 10. Discussion/Possible Action – RC&D LTE Agreement** — Last year, Bradley explained the Board considered hiring LTE staff through Portage County in order to save on administrative fees. The Board chose to continue with RC&D providing administration for the LTEs. A three year agreement was drafted and signed by all parties. At the last CWWP Board meeting, Thorstenson informed the Board that RC&D's administrative fee is increasing from 15% to 18%. The Board asked Bradley to consult with Human Resources whether the possibility still exists to hire LTEs through Portage County. He reported it is possible, noting the CWWP would be charged for any unemployment compensation (UC) claims. Bradley feels it is wise to target full time students for LTE positions to reduce the UC burden and hopes RC&D is agreeable to honoring the remainder of the agreement at the 15% administrative fee rate. Bradley noted Portage County's Corporation Counsel and LCC believe the agreement should be honored through the entire term.

Thorstenson said the RC&D Council discussed that the existing agreement is a three year agreement, has a specified administrative rate, and realizes the rate cannot be increased until the agreement expires. However, she said CWWP's UC claims create a burden that is not recouped and needs to be addressed. She distributed a summary of unemployment payments from 2011 through 2014 and explained the figures, as well as unemployment insurance collections and liabilities. She said RC&D is currently under reimbursed by approximately 7% and requested the CWWP Board consider providing compensation. Thorstenson noted the 2014 figures on the summary are not accurate as they include claims made by an RC&D employee under a different project. She explained that employees can

file claims from employers dating back two years. She said it is difficult to calculate costs and invoice actual figures as claims may take place in the future. She believes agreeing on a percentage makes the most sense to cover costs and allow for budgeting.

There was discussion on hiring full time students, who are not eligible to claim UC. Rohde said the soils professor at the UWSP is familiar with the CWWP and has referred qualified students that have worked out well. When working with students, Thorstenson said to be mindful of risks and liabilities around machinery, making sure they are trained sufficiently and work safely around equipment. Rohde said experienced staff typically operates the equipment.

Bradley said no one wants the CWWP to be a financial burden on RC&D. Lowe suggested amending the current agreement to reimburse RC&D for unemployment claims. Hernandez noted claims could go back two years. With two years left on the agreement, if amended, Thorstenson said it is possible to submit reimbursements to CWWP; however she is concerned about going forward after the agreement expires. She believes that settling on a percentage to increase the administrative fee makes the most sense. She handed out a list of administrative/overhead expenses, which are shared by all RC&D projects. She explained the costs covered by the administrative fee, and noted workers' compensation (WC) rates are assessed per individual employee. Those with more hazardous jobs have higher rates. However, the UC percentage is the same rate for every employee. Because of claims from CWWP employees, a higher rate is charged for every RC&D employee, and those costs are passed on to each project. Bradley noted the administrative/overhead list includes UC claims. If claims are exceeding the 15% administrative fee collected, he feels negotiation for reimbursement is possible.

Thorstenson believes the intent is for RC&D to process the paperwork to carry WC and UC and file claims, but not to pay claims out of the administrative fee. Bradley said RC&D has been paying the claims all along, again mentioning the UC burden could be reduced by hiring full time students as LTEs. He also noted there are many items on the administrative/overhead expense list not used by CWWP, i.e. postage, office supplies, office rent, computers, copiers, telephone, utilities, etc. Thorstenson explained all expenses are shared by all RC&D projects. She said the CWWP costs RC&D a lot of money, taking a lot of staff time, having huge risks and liabilities in terms of safety and future payments, and RC&D needs to recoup these costs.

Motion by Lowe to amend the agreement to allow RC&D to recover UC claim costs, if the costs exceed the 15% administrative fee paid by CWWP, from two years prior and for the remainder of the agreement. After the agreement expires, include UC liabilities in future agreements. Motion failed for lack of a second. After further discussion, Bradley proposed having RC&D separate all CWWP costs, including UC, showing the total exceeds the 15% administrative fee, and the CWWP could pay the difference. Thorstenson said it is extremely difficult to separate out the CWWP costs. Hernandez made a suggestion to have RC&D invoice the CWWP for their UC costs in 2013 and 2014, without amending the agreement. Bradley reiterated that CWWP already pays RC&D an administrative fee, and is hesitant to pay more without having firm numbers to show that CWWP is exceeding 15%. Thorstenson said RC&D's UC current rate is 3%, and applies to all employees. She does not know what the UC rate would be without claims. Thorstenson said RC&D and CWWP have been in partnership a long time and would like to continue, provided costs are covered.

Without having definite figures on actual costs, Bradley believes the current agreement should be honored and negotiate the rate for the next agreement. Motion by Bradley, second by Lowe to continue to honor the agreement between CWWP and RC&D as is. Motion carried by voice vote.

- 11. 2014 Final Budget Report** – Benedict was unable to put together the report for this meeting, but will have it complete for the next meeting.
- 12. Future Agenda Items** – 2014 Final Budget Report, AmeriCorps Volunteer Team Update, purchase of pull behind mower
- 13. Next Meeting Date** – The next meeting is scheduled for Thursday, June 11 at 9:00 a.m. at the Hancock Ag Research Station.
- 14. Adjournment** – Motion by Bradley, second by Clendenning to adjourn. Motion carried by voice vote. Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION
N3909 County Road V, Hancock WI 54943
June 11, 2015

Board Members present: Steve Bradley, Bill Clendenning, Richard Colby, Ed Hernandez, Tamas Houlihan, Hugh O'Donnell, Chuck Sibilsky

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 Colby.
2. **Introductions** – Introductions were made.
3. **Approve Agenda** – Motion by Clendenning, second by O'Donnell to approve the agenda as presented. Motion carried by voice vote.
4. **Review/Approval – Minutes of March 5, 2015** – Motion by Bradley, second by Clendenning to approve the minutes as presented. Motion carried by voice vote.
5. **Correspondence** – Bradley reported a contract was signed with the Department of Transportation (DOT) for the installation of living snow fences in the amount of \$45,201.25. Rohde will elaborate in his staff report.
6. **Review/Approval - Vouchers, Purchases, Reimbursements** – Benedict noted the amounts missing on the Voucher Report were: Wheeler's Laura's Lane Nursery - \$38.00 and Union Telephone Company Inc - \$181.80. Motion by Clendenning, second by Sibilsky to approve the vouchers, purchases, reimbursements as amended. Motion carried by voice vote.
7. **Staff Reports – Rohde** reported Ewan and the LTEs are in the field working. Since the March 5 Board meeting, Rohde attended the WI Land+Water Annual Conference in Appleton and prepared for spring planting. The large amounts of rain recently have helped the plantings in the sandy soils; however, sites with heavier soils are too wet to plant. Rohde explained the living snow fence project for the Wisconsin DOT. The projects were to be installed on various sites in Portage County; however, the DOT decided to fill in gaps along Highway 10 from the Portage/Wood County line toward Marshfield. Rohde noted the spacing of plants and rows is tighter than what the CWWP generally plants, slowing the planting and fabric laying processes. He estimates half of the project is completed. Due to the wet ground, he is unsure when the remaining planting will be done. Regarding the contract mentioned earlier by Bradley, Rohde said the amount was adjusted to cover the three year maintenance, labor, and material costs. Tilling and site prep have been provided by the Wood County Highway Department. The contract does not specify a date of completion. Rohde said some of the stock purchased by the DOT was too large for the planter and was left for the Wood County Highway Department to plant. Species included ninebark, American hazelnut, dogwood, and high bush cranberry. Rohde stated the Portage County Highway Department paid for living snow fence projects in 2014 for 2015 installation,

and plan to incorporate more projects in the future. Rohde also mentioned he had shrubs leftover from a project that fell through, and the Portage County Highway Department approved planting an additional 8,000 total feet of living snow fences. Rohde noted the DOT has contracted with Wood County to water the sites when necessary, but such a contract does not exist with Portage County. He added the sites are currently very wet and the shrubs are very hardy. All other projects have been planted. They are waiting for the fabric to be delivered. Rohde explained different fabric was ordered. The specifications are comparable, the price of the rolls is less and shipping is included, resulting in cost savings. Because of the extra linear feet added, Rohde may have to order additional fabric. Sites planted earlier are becoming overgrown, and may require additional attention when laying the fabric. Two miscellaneous plantings, one with 500 trees near Hancock, and 2,750 trees near Manawa were completed. They are nearly done with the first round of weeding and mowing. The two interns through UWSP are great workers. Rohde reported additional maintenance was needed on the 1997 Ford F350 for approximately \$1,300. General maintenance was done on the other vehicles.

Hernandez asked whether Rohde anticipates more DOT projects in the future. Rohde replied there are preliminary plans for projects in 2016 and as long as the DOT is pleased with the cost and end results, he believes the possibility of future projects is good. Budget wise, Houlihan asked whether these types of projects generate more work than benefit. Rohde replied if they run fairly smooth, they can install the project and receive payment without having to adhere to standards as with projects receiving cost share funds. He added he charged up front for transportation costs to travel back and forth to the DOT sites, and because of the added number of trips, due to the weather and wet conditions, he may increase the fees.

Clendenning suggested having the CWWP set up a booth at the annual meetings for the Wisconsin Towns Association, October 25-27 at the Chula Vista Resort, Wisconsin Dells, and Wisconsin Counties Association, September 20-22 in LaCrosse.

Bradley mentioned possibly utilizing a work release crew through the Portage County Sheriff's Department as an option for helping with weeding and maintenance. Clendenning added Wood County has a similar program, charging a minimal cost for transporting workers. Rohde said that could be helpful after the student interns return to school. Colby mentioned the Federal prison in Oxford may be another source.

Hernandez suggested Rohde contact the new Highway Commissioner in Waushara County for possible living snow fence projects.

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.

- 8. Discussion/Possible Action – RC&D Limited Term Employee (LTE) Agreement –** Colby referred to the minutes from the March 5 meeting when the Board took action, passing by a voice vote, to continue to honor the agreement between CWWP and Golden Sands RC&D. Colby stated a member of the prevailing side must move to bring the matter to the floor for reconsideration. Motion by Hernandez, second by Bradley to reconsider the action from the

previous meeting. Motion carried by voice vote. Bradley referred to the correspondence from Amy Thorstenson, Golden Sands RC&D Executive Director, (received May 26, 2015) providing more detail for unemployment compensation (UC) costs. Hernandez would like further explanation regarding where/how the figures were calculated. He suggested having a discussion with Thorstenson, determine which RC&D services CWWP utilizes, and estimate costs to provide the services prior to deciding whether an additional percentage, over the 15% administrative fee, is justified. Motion by Hernandez, second by Sibilsky to table this agenda item until a future date and form a group of CWWP Board members to meet with Thorstenson. Motion carried by voice vote, O'Donnell opposed.

9. **Discussion/Possible Action – Purchase of Pull-Behind Mower** – Rohde requested authorization to purchase a mower to pull behind the four wheeler. After researching and reading reviews, Rohde recommended a Swisher model, 14.5 HP Briggs and Stratton engine, 44” cutting width, two dual blades, electric start. Shipping included, the price was listed at \$1,850. Motion by Clendenning, second by Hernandez to approve the purchase, not to exceed \$2,000, out of the equipment replacement account. Motion carried by voice vote.
10. **2014 Final Budget Report** – Bradley referred to the summary included in packets. Expenses for 2014 were \$158,760, revenues were \$186,818, transferring a surplus of \$28,057.83 to the equipment replacement account. The current balance for the equipment replacement account is \$55,887.07. Bradley distributed copies of the CWWP Financial Planning for Windbreaks-2014/15 spreadsheet and explained the figures, noting the number of miles of windbreaks/living snow fences required to break even is projected at 13.83. He added 2014 expenses were less than estimated partially due to having an intern paid through the UWSP and using fabric leftover from the previous year. Motion by Clendenning, second by Sibilsky to approve the report. Motion carried by voice vote.
11. **AmeriCorps Volunteer Team Report** – Benedict reported AmeriCorps was not able to provide teams for the timeframe requested to help with windbreak maintenance.
12. **Future Agenda Items** - Follow up on discussion with RC&D regarding LTEs.
13. **Next Meeting Date** –The next meeting is scheduled for Thursday, August 6 at 9:00 a.m.
14. **Adjournment** – Motion by Clendenning, second by Bradley to adjourn. Motion carried by voice vote. Meeting adjourned at 10:05 p.m.

Respectfully submitted,

Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION
N3909 County Road V, Hancock WI 54943
August, 6, 2015

Board Members present: Steve Bradley, Bill Clendenning, Richard Colby, Ed Hernandez, Chuck Sibilsky, Dan Wysocky

Staff/Advisors/Others present: Tamas Houlihan, Stan Ewan, Shannon Rohde, Patty Benedict

1. **Call to Order** – The meeting was called to order at 9:05 a.m. by President Colby.
2. **Introductions** – Introductions were made.
3. **Approve Agenda** – Motion by Wysocky, second by Clendenning to approve the agenda. Motion carried by voice vote.
4. **Review/Approval – Minutes of June 11, 2015** – Motion by Clendenning, 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 Wysocky, second by Bradley to approve vouchers as presented. Motion carried by voice vote.
7. **Staff Reports** – **Ewan** reported it is a busy year, with more miles than anticipated. He started on April 20 hand planting dead and missing trees and shrubs. He stated working in the clay soils along Highway 10 has been a challenge, as well as accommodating three feet spacing within and between rows for those projects. They are currently working on site maintenance, weeding, and mowing. Ewan will be doing 2015 site evaluations and collecting data so Rohde can invoice customers. The student interns will work two more weeks. Ewan commented they are good workers.

Rohde explained the Portage County living snow fence projects along Highway 10 were through the Highway Department, while the Wood County projects were through the WI Department of Transportation (DOT). The DOT process was more complicated and time consuming due to the design, spacing, clay soils, and the large amount of rain received in June, which delayed planting and fabric installation. He explained the soil needs to be dry and freshly tilled to install the fabric and numerous trips were made to the Highway 10 sites to prep for, and install the fabric. Rohde said fabric installation is normally complete by the middle of June. This year, they finished the last week of July. Some sites required mowing and hand weeding the entire site prior to installing the fabric. Because of the multiple trips to the Highway 10 sites, Rohde said additional charges will be invoiced. He believes three feet spacing within and between rows is closer than necessary, and may not allow the shrubs to expand properly. In the future, Rohde and Ewan prefer coordinating through the counties.

To promote living snow fences, Clendenning offered information for exhibits at the Wisconsin Towns Association meeting in October. He noted Golden Sands RC&D offered to share exhibit space.

Because of the heavy use this season, repairs and maintenance are needed on the equipment. Some tires have been replaced on the tractors and trailers. The hydraulics on the tractors are weak and other repairs/maintenance need to be done. Rohde reported he is very pleased with the pull behind mower recently purchased.

Rohde stated Ewan will finish measuring and doing counts on the 2015 windbreaks, and he will invoice customers. He estimated 113,182 linear feet, or 21.4 miles were installed in 2015, second only to 2004 when 30.4 miles were installed. With the workload this season, Rohde said it helped to have the two interns in addition to Stan and Marty. Bradley asked whether the same interns might be willing to return next season. Rohde replied it may be possible.

Rohde reported he was able to attend a portion of HARS' potato field day and connect with growers.

Houlihan asked whether any herbicides are used on weeds. Rohde replied they exclusively hand weed, but he can look into the cost of using herbicides. Ewan has a chemical applicator license, but Rohde does not.

Regarding interns, Bradley questioned the key to getting good workers. Rohde said UWSP's Professor Prater is familiar with CWWP's work. He screens students and recommends interns for interviews. Students receive credit toward their degree. There was discussion on offering a bonus to interns to have them return the following year.

Rohde stated they ran out of fabric due to the additional living snow fence project in Portage County and ordered six more rolls of six foot fabric. Rohde explained fabric was ordered through a different company this year. The fabric is good quality, is less expensive, and shipping was included. The field life for the fabric is projected from eight to 11 years; however, Ewan noted there are 20 year old windbreaks with the fabric just beginning to deteriorate.

Rohde said he continues to work with the Portage County Highway Commissioner, who plans to incorporate living snow fences into several road projects. He added Green Lake County was happy with CWWP's work done and may have more projects. He noted several projects required traveling an hour or more, resulting in higher fuel costs. Those projects will be invoiced a surcharge.

There was further discussion on offering interns a bonus. It was decided the Board can take action at the next meeting.

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.

- 8. Discussion/Possible Action – CWWP/RC&D Limited Term Employee (LTE) Agreement** – Hernandez, Bradley, and Amy Thorstenson, RC&D Executive Director, met and agreed to abide by the current agreement through 2016 and renegotiate the administration fee for the next contract. No action taken.
- 9. Discussion/Possible Action – 2016 Fee Schedule** – Bradley noted fee increases took place in 2013 and 2014. Hernandez asked whether distance or the amount of trips traveled to sites determines the amount charged to customers. Rohde explained that both are considered. Generally, a basic move in fee is charged within a 45 mile radius. If the distance is greater than 45 miles or additional trips are necessary, the cost is passed on to the customer. Mobilization fees are included on customer estimates and are adjusted to cover actual costs. Rohde suggested increasing the Reforestation/Cleared Field Machine Planting fee from \$.20 per plant to \$.25 per plant. Motion by Hernandez, second by Sibilsky to increase the Reforestation/Cleared Field Machine Planting fee from \$.20 to \$.25 per plant and approve the 2016 Fee Schedule as amended. Motion carried by voice vote.
- 10. Discussion/Possible Action – 2015 Budget Projections/2016 Proposed Budget** – Bradley explained, due to the new financial system implemented by Portage County, the 2015 budget projections are incomplete. Based on the installation of 21.4 miles, Bradley anticipates revenues will significantly exceed expenses. He estimates 2016 revenue of \$181,685, based on 15.5 miles of windbreaks sold at an average of \$2.22 per foot. He explained proposed expenses, noting increases for equipment and vehicle repairs. Motion by Clendenning, second by Hernandez to approve the 2016 proposed budget. Motion carried by voice vote.
- 11. Future Agenda Items** - Rohde requested to purchase a small trailer. He will research costs estimates for the next meeting. He also proposed trading the 2008 Ford F250 for an F350 crew cab. Bradley will get bids through Portage County Purchasing. Colby asked Rohde to get estimates for the tractor repairs. Bradley mentioned an agenda item for LTE retention proposals.
- 12. Next Meeting Date** – Motion by Clendenning, second by Bradley to schedule the next meeting on Thursday, December 3 at 9:00 a.m.
- 13. Adjournment** – Motion by Hernandez, second by Wysocky to adjourn. Motion carried by voice vote. Meeting adjourned at 10:00 a.m.

Respectfully submitted,

/Patty Benedict/

Patty Benedict, Recording Secretary

CENTRAL WISCONSIN WINDSHED PARTNERSHIP GROUP BOARD MEETING
HANCOCK AG RESEARCH STATION
N3909 County Road V, Hancock WI 54943
December 8, 2015

Board Members present: Steve Bradley, Bill Clendenning, Richard Colby, Ed Hernandez, Barry Jacowski, Chuck Sibilsky, Dan Wysocky

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

1. **Call to Order** – The meeting was called to order at 9:03 a.m. by President Colby.
2. **Introductions** – Introductions were made.
3. **Approve Agenda** – Motion by B. Jacowski, second by Clendenning to approve the agenda. Motion carried by voice vote.
4. **Review/Approval – Minutes of August 6, 2015** – Motion by Clendenning, 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 B. Jacowski, second by Bradley to approve vouchers as presented. Motion carried by voice vote.
7. **Staff Reports** – **Ewan** reported he returned to work in the fall for a couple of weeks to help with site evaluations. The replant count is 3,767, which includes all 2013, 2014, and 2015 sites. Due to the wet soil at the DOT sites, many ninebark died. Those plants will be replaced with dogwood or roselow crab.

Rohde reported 115,550 linear feet, just under 22 miles, of windbreaks and living snow fences were installed in 2015. Between Portage and Wood Counties, approximately 14,000 shrubs were planted along Highway 10. He explained the plant and row spacing, wet site conditions, and clay soils made those installations challenging. Due to the quality and success rate of the CWWP's plantings, Rohde said the DOT representative has proposed other projects around the State. Since the last meeting, Rohde has worked on site evaluations, mowing and weeding, and lining up installations for 2016. Customer invoices have been mailed and payments are coming in. Rohde said Service Motors will pick up and service the tractors. Maintenance and repairs have been done on the fabric layers and trailers. The two UWSP interns worked out great. Rohde said it was a good growing year, with adequate rain. Ewan said most sites have greater than 95% survival. Sibilsky asked whether herbicide application has been considered rather than hand weeding. Rohde said Ewan is a licensed applicator. They do not believe it would be cost effective, but will look into the possibility. B. Jacowski asked whether the DOT representative is willing to use CWWP's designs. Rohde replied the representative is fine with the row spacing, but may want three foot spacing between plants in the row. He noted tighter spacing in the rows is more labor intensive for maintenance. Rohde suggested increasing the maintenance fee for

shrub projects. Colby asked whether the fee schedule should reflect the costs for different types of plantings. B. Jacowski believes Rohde and Ewan should determine maintenance fees based on the project. It was suggested to add a statement to the fee schedule that costs may vary based on the site. Rohde said he discussed planting living snow fences on landowner's property, versus the right-of-way, with the DOT representative, who is open to the idea. Easement agreements would be needed.

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.

8. 2015 Budget Update – Benedict stated expected revenues for 2015 are \$263,194.10. Actual expenses are not known, but are estimated to be around \$200,000.

9. Discussion/Possible Action – Equipment Purchases – Rohde stated there was a discussion previously to upgrade to a new trailer for hauling the 4-wheeler. However, repairs have been made to the old trailer.

Rohde reported quotes have been requested for a one ton, four wheel drive, diesel pick up truck with a crew cab and topper. The current 2008 F250 is in good condition and blue book value is about \$20,000.

10. Discussion/Possible Action – LTE Retention – Bradley said there have been discussions on offering incentives, such as a bonus, for interns to return. The two 2015 interns have one year of school remaining. Ewan said both interns are aware they would be welcomed back. No action taken. This item will be on the next meeting agenda.

11. Discussion/Possible Action – 2015 Plan of Work Accomplishments/2016 Proposed Plan of Work (POW) – Accomplishments: Objective A - Rohde stated 21.9 miles of windbreaks and living snow fences were installed and 52.8 miles were maintained. Prospective customer contacts is ongoing. There were no habitat plantings in 2015. Objective B – No progress. Bradley noted A. J. Bussan is no longer at the University of Wisconsin. Objective C – Rohde attended various WPVGA meetings and the annual conference. He provided an article to the Common Tater in the Spring and will submit another article. He sets up the display at HARS field days. A windbreak tour was not held in 2015; however, Rohde said a university in Missouri is interested in arranging a tour. Rohde did a presentation and tour for the UWSP soils class in the Spring. For the 2016 POW, added to #7 was, "Participate in HARS Centennial activities." Action Items #8 and #9 to be added: 8. Attend County Unit meetings and the State convention of the Wisconsin Towns Association to promote windbreaks and living snow fences. Provide information on the CWWP to Town chairs and clerks via email. 9. Provide contact information to County Highway Departments across the State. Set up meetings with Highway Commissioners when traveling outside of CWWP's main counties. Objective D – The 2016 budget and Plan of Work were developed. No grants were submitted. Rohde attended LCC meetings in Adams, Portage, and Waushara Counties and will attend other member county's meetings, and those with windbreak and living snow fences as time allows. Bradley and Benedict organized the Board meetings, updated the business plan, and provide administrative services for the CWWP. Objective E – Rohde stated interest in establishing and maintaining

living snow fences is strong. Motion by B. Jacowski, second by Wysocky to approve the 2015 POW accomplishments and 2016 POW. Benedict will update the information in the POW and distribute at the next meeting.

12. Discussion/Possible Action – Business Plan Updates – Benedict noted text changes to the Business Plan are in blue print, with budget updates in red. Motion by Clendenning, second by B. Jacowski to approve the Business Plan updates. Motion carried by voice vote.

13. Future Agenda Items – LTE retention, disclaimer on the Fee Schedule, 2015 final budget, truck purchase update.

14. Next Meeting Date – The next meeting is scheduled for April 12 at 9:00 a.m. at the Hancock Ag Research Station.

15. Adjournment – Motion by Clendenning, second by B. Jacowski to adjourn. Motion carried by voice vote. Meeting adjourned at 10:15 a.m.

Respectfully submitted,

/Patty Benedict/

Patty Benedict, Recording Secretary