

# SOIL AND WATER CONSERVATION DISTRICTS



“Helping bring YOU clean water”

## Redwood SWCD

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### MINUTES FROM THE NOVEMBER 12, 2009 MONTHLY BOARD MEETING

#### Supervisors

Chair  
Mike Hewitt  
District V  
(507) 859-2406

Vice Chair  
Donald Steffen  
District II  
(507) 648-3485

Secretary  
Thomas Morley  
District I  
(507) 641-3742

Treasurer  
Joseph Plaetz  
District IV  
(507) 747-2803

PR & I  
Ralph Heiling  
District III  
(507) 249-3568

**Staff**  
Marilyn  
Bernhardson  
District  
Administrator

Kari Clouse  
Office  
Assistant

Judy Schulte  
District  
Technician

Karen  
Wilhelmi  
Education  
Coordinator

The monthly meeting of the Redwood Soil and Water Conservation District was called to order at 8:00 a.m., on Thursday, November 12, 2009, by chair Mike Hewitt. The meeting was held in the meeting room of the Ag Service Center in Redwood Falls, MN.

#### BOARD MEMBERS PRESENT:

Mike Hewitt – Chair  
Donald Steffen – Vice-chair  
Tom Morley – Secretary  
Joe Plaetz - Treasurer  
Ralph Heiling – PR&I

**STAFF:** Marilyn Bernhardson – District Administrator

**COUNTY COMMISSIONER:** Gary Dahms

**ADOPT AGENDA:** Motion by Heiling, second by Plaetz to adopt the agenda with the addition of RCRCA use of district vehicle. Motion carried by all voting yes.

**MINUTES:** Motion by Steffen, second by Heiling to approve the minutes from the October 8, 2009 board meeting as sent. Motion carried by all voting yes.

**PUBLIC COMMENT:** None

#### STATE COST SHARE:

*Final Financial Report for District Cost Share FY 2007:* Bernhardson presented Final Financial Report for State Cost Share Program year 2007. Motion by Heiling, second by Plaetz to approve and authorize the district treasurer to sign to be forward to our board conservationist.

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### STATE COST SHARE: (Continued)

#### *FY 2008 Clean Water Legacy*

Motion by Morley, second by Plaetz to approve payment for the following cost share contracts:

CWL-27-08	Jerome Hubner	638's	\$17,500.21
CWL-46-08	David Fuhr	Intakes	\$ 3,000.00
CWL-60-08	Willard Pfarr	Intakes	\$ 258.62

Motion carried by all voting yes.

*Clean Water Legacy 2007:* Motion by Steffen, second by Morley to approve payment for the following cost share contract:

CWL-54-07	Willard Pfarr	Intakes	\$ 225.00
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Motion carried by all voting yes.

*District:* When the design for James Evan's water and sediment basins (3-09) was finished it was discovered a bigger tile was needed due to the flat grade and capacity requirements. It will increase our cost share by \$3,791.70, bringing the total cost share to \$15,864.00. Motion by Plaetz, second by Heiling to approve the amendment for the contract.

**BILLS PAYABLE:** Motion by Plaetz, second by Morley to approve payment of bills through November 12, 2009 totaling \$49,251.06. Motion carried by all voting yes.

### REPORTS:

Judy Schulte entered the meeting at 8:00 a.m.

*Technical Report:* Schulte 1) Help Brian with surveys. She designed her first waterway. 2) Attended Lessard-Sam small grant meeting. Worked on and submitted a grant for two project sites. 3) Mailing tree invoices. 4) Completed maps and other paperwork for RIM Rock Outcrop easements. 5) Completed paper work for living snow fence through MnDOT for Bob Mahoney. 6) Completed mapping for CSP. 7) Made another site visit to the rain garden site in Milroy. 8) TEP panel for windmill project and Redwood Gospel Hall. 9) Processed WCA applications for tiling requests. 10) Completed Ag Learn Security training. 11) Attended BWSR Academy for three days. 12) Measured DNR wells. 13) Helped NRCS by getting several signatures for several individuals wanting to enroll in CSP. 14) Two job shadow students for one day. 15) Trying to remove stop logs at Horseshoe Lake. 16) Working on several BWSR grants. 17) Finalizing the weed management grant.

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Judy Schulte left the meeting and Karen Wilhelmi entered the meeting at 8:30 a.m.

*Education Report:* Wilhelmi 1) Continue working on re-organizing and updating of RIM-CREP files. 2) Attended Women's Day meeting to start planning 2010's event. 3) Helped out with CSP as needed. 4) Updated tree invoice and posted on website. 5) Update contractor vendor and seeding vendor lists. 6) Prepared information sheets and order forms for rain barrel promotion. 7) Ecology bus was in Redwood County for two days and then scheduled the bus for next year's schools. 8) Prepared the state cost share inspection forms and worked on schedule. 9) Sent news release to papers about district receiving funds from Waukon. 10) Writing articles for Water Management News Letter. 11) Entered and checked on data in eLINK. 12) Printed the tracking sheets on the face of each CWL file folder. 13) Updated website.

Karen Wilhelmi left the meeting at 8:40 a.m.

*District Administrator:* Bernhardson 1) Attended Clean Water Council and Work Group Meetings. 2) Submitted accounts receivable to county attorney, worked out a payment plan for Louann Columbus. 3) Attended a meeting for submitting an RFP for the Lessard-Sam small grants. Judy and I worked on the grant. 4) Met with all the districts in RCRCA to discuss what we want to see in the Clean Water Grant Applications, have been working on grant application. 5) Attended Woman's Day meeting to set next year's event. 6) Met once again on rain garden site in Milroy. 7) Attended BWSR Academy. 8) Attended Ag BMP loan program meeting. 8) Developed draft quote sheet for building. 9) Sent all RIM Rock Outcrop easements to St. Paul. 10) Took the Building funds and purchased a 6 month CD. 11) Worked on rain barrel promotion. 12) Wrote articles for water plan newsletter. 13) NRCS has asked if we wanted to do a contribution agreement for completing the NRI data. 14) Printed forms for NRCS to use for CSP. 15) Working with RCRCA to build a new stream table for water quality presentations. 16) Continue to work on updating Employee handbook, after the first of the year will meet with personnel committee to review it.

BWSR Academy: Thanked the board for sending Schulte and herself. Bernhardson reported on several items from the BWSR Academy.

RCRCA: No one from district attended September 21, 2009 meeting.

*Nathan Blankers entered the meeting at 9:10 a.m.*

NRCS: Blankers 1) Will be done as acting DC and April Sullivan will be new acting DC a couple days a week. 2) Busy with CSP; conducting interviews, ranking, and processing applications, will submit 15 for funding.

Nathan Blankers left the meeting at 9:15 a.m.

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*County Commissioner:* Dahms – 1) Bids came in higher than expected for law enforcement center. County will be stepping back and taking a look at the plan. 2) Circle to Sentence has been adopted by county.

**STATE CONVENTION:** Handed out copies of MASWCD's Draft Budget for 2009/2010. Provided copies of the minutes from last year's convention to those who are attending this year's convention. Also handed out a copy of the list of MASWCD's directors. Area V is trying to organize a bus for convention attendees to ride to MASWCD's State Convention in Duluth.

**MCIT ANNUAL MEETING:** Minnesota Counties Insurance Trust annual meeting will be held Monday, December 7, 2009 at the Hyatt Regency, Minneapolis.

**AREA V MEETING:** Area V meeting will be held Thursday, November 28, 2009 at St. Stephens Lutheran Church in Marshall. Need to call in the numbers of those planning to attend the meeting to Cottonwood SWCD by November 16<sup>th</sup>.

**RCRCA USE OF DISTRICT VEHICLE:** RCRCA staff asked to use our district van. Discussed if we need to develop a policy. Bernhardson will speak with Doug Goodrich and MCIT. Table until December meeting.

### **OTHER BUSINESS:**

**PERSONNEL COMMITTEE:** Reported on outcome with county attorney.

**NEXT MEETING:** The next meeting of the Redwood Soil and Water Conservation District will be held December 10, 2009 at 9:30 a.m. in the meeting room of the Ag Service Center in Redwood Falls, MN.

**ADJOURNMENT:** Meeting was adjourned at 9:50 a.m.

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Supervisor