

SOIL AND WATER CONSERVATION DISTRICTS



“Helping bring YOU clean water”

Redwood SWCD

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MINUTES FROM THE JANUARY 14, 2010 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 9:30 a.m., on Thursday, January 14, 2010 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 following additions: Area V Meeting and Clean Water Listening Session. Motion carried by all voting yes.

MINUTES: Motion by Plaetz, second by Steffen to approve the minutes from the December 10, 2009 board meeting as sent. Motion carried by all voting yes.

PUBLIC COMMENT: None

STATE COST SHARE:

District: Motion by Heiling, second by Morley to accept the following request for cost share assistance:

4-09	John Hogan	FWB	\$ 996.75
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Motion carried by all voting yes.

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FY 2008 Clean Water Legacy: Motion by Steffen second by Plaetz to approve payment of the following 2008 Clean Water Legacy contract:

CWL-62-08	Tim Swenson	Grade Stab.	\$9,097.87
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Motion carried by all voting yes.

Partial Payment - Contractor for contract CWL-72-08 is requesting a partial payment. Contractor Mathiowetz Construction company had a couple of days left on the project when the snow came. Motion by Plaetz, second by Steffen to grant partial payment to Mathiowetz Construction for \$30,038.52. Motion carried by all voting yes.

BILLS PAYABLE: Motion by Steffen, second by Morley to approve payment of all bills totaling \$72,088.33 through January 14, 2009. Motion carried by all voting yes.

ELECTION OF OFFICERS: Motion by Heiling, second by Plaetz for all officers to remain the same in 2010 as were in 2009. Motion carried by all voting yes.

DESIGNATE DEPOSITORY: Motion by Plaetz, second by Morley to designate Minnwest Bank, M.V. as the safekeeping entity of all deposits, including deposits that exceed FDIC insurance limits and designate Edward Jones as financial broker for investments where a broker's certificate will be requested. Motion carried by all voting yes.

PETTY CASH CUSTODIAN: Motion by Steffen, second by Morley to designate the office assistant as custodian of the petty cash funds. Motion carried by all voting yes.

T & A FUNDS: Motion by Heiling, second by Steffen to authorize the use of up to 20% of the State Cost Share funds for technical and administrative costs. We will be entering into a grant agreement in the fall of 2010 for cost share funds for fiscal year 2011. Motion carried by all voting yes.

TECHNICAL ASSISTANCE: Motion by Plaetz, second by Steffen to authorize NRCS to provide technical assistance on all best management practices that are installed in Redwood County unless indicated otherwise. Motion carried by all voting yes.

COMMITTEE ASSIGNMENTS:

Motion by Heiling, second by Morley to keep all committee assignments the same as in 2009.

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COMMITTEE ASSIGNMENTS continued:

RCRCA – Don Steffen with Tom Morley as alternate.

Personnel – Mike Hewitt and Tom Morley

Budget – Joe Plaetz and Ralph Heiling

Southwest Technical Service Area – Ralph Heiling with Mike Hewitt as alternate.

RC&D – Mike Hewitt with Ralph Heiling as alternate.

BLANKET MOTION: Motion by Steffen, second by Plaetz to pay compensation and mileage for supervisors to attend committee meetings, Area V meetings, meetings for supervisor training and mileage for signing checks and to pay employees expenses for attending Area V meetings and authorized training. Motion carried by all voting yes.

SUPERVISOR COMPENSATION AND MILEAGE: Motion by Steffen, second by Plaetz to authorize a compensation rate of \$75.00 per meeting and mileage rate that follows the IRS rate. Motion carried by all voting yes.

MILEAGE RATE: Beginning January 1, 2010 the IRS approved mileage rate will be 50 cents per mile.

REPORTS:

Kari Clouse entered the board meeting at 9:50 p.m.

Office Assistant – Clouse 1) Completed 2009 water management financial reports and developed budget sheet for 2010. 2) Reconciled Edward Jones accounts. 3) Make transfer and wrote checks for T & A for fiscal year 2009. 4) PERA Annual Exclusion Report for District and RCRCA. 5) All year-end financial reports for District and RCRCA. 6) Working on entering eLINK for year-end reports. 7) Closed 2009 payroll, set up items for new withholding for 2010. 8) Completed W2's for RCRCA and working on those for the district. 9) Reconciled November bank statement. 10) Wrote 2009 year end accounts payable checks. 11) Bi-weekly payroll for district and RCRCA. 12) Reconciled accounts payable and accounts receivables. 13) Reconciled Wal-Mart account. 14) Processing 1026's. 15) Helped with buffer program mailing. 16) Generated 2nd quarter office supply for NRCS.

Kari Clouse left the board meeting at 9:55 a.m.

EDUCATION: No report available.

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REPORTS (continue):

District Administrator: Bernhardson 1) Prepared paperwork for figuring T & A funds to be paid to other districts. 2) Completed the 2010 Annual Plan of Work. 3) Prepared mailing list and invite for listening session and work group meeting. 4) Attended MASWCD's legislative committee meeting where we finalized the 2010 legislative agenda. 5) Attended a meeting with Representative Wagenius. 6) Picked up my Linc Pass for access to federal computers. 7) Finished compiling district policy statements. 8) Received notice that districts are no longer able to provide free of charge stewardship materials to churches. 9) Attended woman's day meeting. 10) Processing RIM applications. 11) Finished personnel policy and communications policy.

RCRCA: Reported on the December joint meeting with Area II.

Judy Schulte entered the meeting at 10:00 a.m.

Technical Report: Schulte – 1) Riparian Buffer Program– Sent out 350 letters. To date, have signed up and sent in 21 contracts. Have done a lot of proposals. As a result of the buffer program, we have signed up a few new CRP contracts. 2) Dam meeting with Area II for Swedzinski project. 3) TEP meeting for City of Lamberton. 4) WCA site visits. 5) Work on WCA report for end of year. 6) Tree sales and designs. 7) Working on rain garden with Sunny Ruthchild and City of Milroy.

Judy Schulte left the meeting at 10:12 a.m.

Brian Christiansen entered the meeting at 10:13 a.m.

NRCS: Brian Christiansen introduced himself to the board. 1) Engineering Projects – Not sure what will happen in the spring. 2) EQIP – Sign up starting February 1, 2010 and runs through the month. Have a month to rank and get signatures. Scoring has changed; local priorities are worth 250 points. 3) WHIP – Not sure about funding for this year. 4) RIM/WRP – There should be a sign up for the next round of funds. 5) Conservation Security Program – Old program still has 3 individuals who are getting payments. Conservation Stewardship Program - New program – There were four contracts accepted in Redwood County and need to have contracts completed by end of this month. We will have another sign up this year sometime. 6) I plan to be here on Wednesdays. 7) NRCS is celebrating their 75th Anniversary and will plan to have special events throughout the year. April 7th is the actual day. 7) Have completed 2010 business plan for office. 8) Working on Audit. NRCS does an audit every quarter.

Brian left the meeting at 10:34 a.m.

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REPORTS (continued):

COUNTY COMMISSIONER: Dahms – 1) In 2010, will start doing redeterminations of benefits on county ditches. 2) John Schueller is the chair for 2010 with Gary Dahms being vice Chair.

AFFILIATE PROGRAM: A discussion was held on how to continue the program. For 2010, will mail letters asking for dues and mail a report to them.

LIVING SNOWFENCE CONTRACT: Robert Mahoney is establishing a living snow fence in Delhi Twp. Section 35. MnDOT is paying for part of the project. Motion by Heiling, second by Steffen to adopt resolution authorizing the chair and administrator to sign the contract with MnDOT. Motion carried by all voting yes.

LEGISLATIVE BRIEFING: MASWCD legislative briefing is scheduled for February 17 and 18. Room and briefing will be at the Embassy Suites downtown St. Paul. Heiling and Bernhardson and possibly Mike Hewitt will attend.

BUILDING: Quote sheet was discussed. Make recommendations for changes to the quote sheet. Will be placed on the February agenda.

ANNUAL PLAN OF WORK: Motion by Heiling, second by Plaetz to approve the 2010 Annual Plan of Work.

DISTRICT POLICY STATEMENTS: Discussed the need to review the policy statements as a full board. Will be placed on February agenda.

AREA V MEETING: Due to the legislative briefing the regular meeting date for the Area V meeting will need to be changed. It has been suggested to move it to February 25th. Board was fine with February 25th.

CLEAN WATER LISTENING SESSIONS: U of M and BWSR staff will be conducting listening sessions around the state. This is due to the University being charged with writing a 25 year water framework. The one closest to us will be held in Marshall at the Best Western on February 16th. Regional professionals are to attend from 12:30 to 3:30 and citizens and local officials are to attend from 4-6 p.m.

OTHER BUSINESS:

NEXT MEETING: The next meeting of the Redwood Soil and Water Conservation District will be February 11, 2010 at 9:30 a.m. in the meeting room of the Ag Service Center in Redwood Falls, MN. After the meeting the board will discuss new and alternative ways to address conservation in Redwood County.

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ADJOURNMENT: Motion to adjourn the meeting at 11:45 a.m. Motion carried by all voting yes.

Supervisor