

SOIL AND WATER CONSERVATION DISTRICTS

“Helping bring YOU clean water”



Redwood SWCD

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MINUTES FROM THE DECEMBER 8, 2011 MONTHLY BOARD MEETING

Supervisors

Chair
Ralph Heiling
District III
(507) 249-3568

Vice Chair
Joseph Plaetz
District IV
(507) 747-2803

Secretary
Donald Steffen
District II
(507) 648-3485

Treasurer
Jeff Potter
District I
(507) 641-3087

PR & I
Sunny Ruthchild
District V
(507) 629-8276

Staff

Marilyn
Bernhardson
District
Administrator

Kari Clouse
Office Assistant

Kristy Zajac
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, December 8, 2011 by Chair Ralph Heiling. The meeting was held in the meeting room of the Ag Service Center in Redwood Falls, MN.

BOARD MEMBERS PRESENT: Ralph Heiling - chair
Joe Plaetz - Vice-chair
Donald Steffen - Secretary
Jeff Potter - Treasurer

STAFF: Marilyn Bernhardson - District Administrator

COUNTY COMMISSIONER: Al Kokesch

BWSR BOARD CONSERVATIONIST: Mark Hiles

ADOPT AGENDA: Agenda was approved as sent out.

MINUTES: Motion by Steffen, second by Potter to approve the minutes from the November 10, 2011 board meeting as sent. Motion carried by all voting yes.

PUBLIC COMMENT: None

Joe Plaetz entered the meeting at 8:10 a.m.

Page 2 - Redwood SWCD December 8, 2011 Meeting Minutes

STATE COST SHARE:

2008 Clean Water Legacy – 319 Funds:

Motion by Steffen, second by Potter to approve payment for the following completed cost share contracts:

CWL-78-08	Garry Beermann	Intakes	\$ 435.14
CWL-87-08	Robert Boerboom	Intakes	\$ 300.00
CWL-91-08	Norman Krienke	Intakes	\$ 600.00
CWL-92-08	Charles Kotten	Intakes	\$ 281.63

Motion carried by all voting yes.

2010 Clean Water Funds

Motion by Plaetz, second by Potter to approve payment for the following completed cost share contract:

CWF-20-10	Norman Krienke	Intakes	\$ 1,364.00
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Motion carried by all voting yes.

District:

Motion by Steffen, second by Potter to approve payment for the following completed cost share contract:

6-10	Robert Syverson	Waterway Repair	\$ 616.37
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Motion carried by all voting yes.

BILLS PAYABLE: Motion by Plaetz, second by Steffen to approve payment of all bills through December 8, 2011 totaling \$24,843.67. Motion carried by all voting yes.

PAGE 3 - Redwood SWCD December 8, 2011 Meeting Minutes

REPORTS:

Kari Clouse entered the meeting at 8:20 a.m.

Office Assistant: Clouse 1) All items connected to finances of the district: payroll and associated reports, accounts payable, accounts receivable, bank reconciliation and month end processes. 2) Prepare items for board meeting. 3) Water Management Plan financial reports and eLink entry. 4) Assist with EQIP, WHIP, CSP and the 1026 process. 5) Send rain gauge holder's information to the state climatologist. 6) Invoice RCRCA for monthly internet services. 7) Set up CSP appointments for NRCS and helped get the forms processed. 8) Decorated our space for the holiday season.

Kari Clouse left the meeting and Karen Wilhelmi entered the meeting at 8:23 a.m.

Education Coordinator - Wilhelmi 1) Updated website. 2) Measured DNR wells. 3) Scheduled Ecology Bus for several schools for this school year. 4) Help NRCS whenever needed. 5) Continue to work on RIM folders.

Karen Wilhelmi left the meeting and Kristy Zajac entered the meeting at 8:25 a.m.

Technician - Zajac - Report was handed out. 1) Continue to work on Rakouf wetland issues and other violations in Paxton, Redwood Falls and Delhi Townships. 2) Attended wetland contribution agreement training. 3) Made site visits for trees. Working on cost share for shelterbelts. 4) Helped survey Geis grade stabilization structure. 5) RIM Clean Water Fund Webinar. 6) 1026 reviews for contribution agreement. 7) RIM easement maps. 8) Worked on walk-in violations. 9) Continue to Review CRP that will expire in 2012 and made some site visits. 10) Updated tree orders. 12) Successfully passed wetland certification test.

Kristy Zajac left the meeting at 8:45 a.m.

District Administrator - Bernhardson 1) Attended clean water council meeting and budget committee meeting. 2) Working on our 5 RIM/WRP contracts. 3) Continue to work on balancing the various fiscal years of funding. 4) We received our dividend check from MCIT in the amount of \$4,033.00. 5) Attended Area V meeting and gave legislative report. 6) Working on the dry hydrant issue in Johnsonville Twp. 7) Listened to the RIM Buffer Webinar. 8) Met with Judy Schulte to help plan interagency meetings on grassland. 9) Attended meeting to discuss Woman's Day. 10) Completed the Conservation Corp Apprentice application. 11) Attended the state convention - presented Representative Torkleson with MASWCD legislator of the year award and gave presentation about Clean Water Council. 12) Will pay supervisor compensation at end of year, so need to submit your December voucher by end of year.

PAGE 4 - Redwood SWCD December 8, 2011 Meeting Minutes

Reports – (continued)

RCRCA: The December meeting has not been held yet, will be held in conjunction with the annual meeting.

Area V Meeting: Report by Steffen and Heiling.

State Convention: Report by Heiling and Potter

County Commissioner: AMC had their conference this past week-end. Convention will be in St. Cloud next three years.

BWSR REPORT: Mark Hiles handed out and reviewed the BWSR Update handout.

Brian Christiansen entered the meeting at 9:30 a.m.

DC Report: See attached report.

Brian Christiansen left the board meeting at 9:55 a.m.

Bernhardson and Hiles left the meeting at 9:55 a.m.

Bernhardson and Hiles entered the meeting at 10:12 a.m.

PERSONNEL COMMITTEE REPORT: The personnel committee met and will make recommendations for 2012. When the personnel committee met it compared two positions in the office with similar positions to those within Redwood County. Motion by Plaetz, second by Potter to amend the current pay scale by adding 5 years to the scale which will take the scale to a total of 15 years. Motion carried by all voting yes.

Motion by Heiling, second by Plaetz to accept the recommendations of the personnel committee for office assistant that is on file at the Redwood SWCD business office. Motion carried by all voting yes.

Motion by Heiling, second by Potter to accept the recommendations of the personnel committee that is on file at the Redwood SWCD business office for the district administrator. Motion carried by Steffen voting no.

PAGE 5 - Redwood SWCD December 8, 2011 Meeting Minutes

NEXT MEETING: The next meeting of the Redwood Soil and Water Conservation District will be Thursday, January 12, 2012 at 8:00 a.m. in the meeting room of the Ag Service Center in Redwood Falls, MN.

ADJOURNMENT: Adjourned the meeting at 10:25 a.m.

Supervisor