

# SOIL AND WATER CONSERVATION DISTRICTS

“Helping bring YOU clean water”



## Redwood SWCD

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### MINUTES FROM THE JANUARY 13, 2011 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 13, 2011 by Vice Chair Donald Steffen. The meeting was held in the meeting room of the Ag Service Center in Redwood Falls, MN.

#### BOARD MEMBERS PRESENT:

Donald Steffen- Vice-chair  
Joe Plaetz - Treasurer  
Ralph Heiling – PR&I  
Jeff Potter  
Sunny Ruthchild

**STAFF:** Marilyn Bernhardson – District Administrator

**COUNTY COMMISSIONER:** Al Kokesch

**OATH OF OFFICE:** Oath of office was administered to Jeff Potter and Sunny Ruthchild.

**ADOPT AGENDA:** Motion by Heiling, second by Plaetz to approve agenda with the addition of Area V Meeting. Motion carried by all voting yes.

**MINUTES:** Motion Plaetz, second by Heiling by to approve the minutes from the December 9, 2010 board meeting as sent. Motion carried by all voting yes.

**PUBLIC COMMENT:** None

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**ELECTION OF OFFICERS:** Vice-Chair Steffen turned over the meeting to Bernhardson.

Chair: Bernhardson asked for nomination for chair. Motion by Plaetz to nominate Ralph Heiling for chair. Question was asked three times. Motion by Plaetz, second by Steffen for nominations to cease and cast a unanimous ballot for Ralph Heiling as Chair. Motion carried by all voting yes. Bernhardson turned the meeting over to chair Heiling.

Vice-Chair: Motion by Heiling to nominate Joe Plaetz as vice-chair. Question was asked three times. Motion by Ruthchild, second by Steffen for nominations to cease and cast a unanimous ballot for Joe Plaetz as vice-chair. Motion carried by all voting yes.

Secretary: Motion by Plaetz to nominate Donald Steffen for secretary. Question was asked three times. Motion by Potter, second by Plaetz for nominations to cease and cast a unanimous ballot for Don Steffen as secretary. Motion carried by all voting yes.

Treasurer: Motion by Steffen, to nominate Jeff Potter as treasurer. Question was asked three times. Motion by Plaetz, second by Steffen for nominations to cease and cast a unanimous ballot for Jeff Potter as treasurer. Motion carried by all voting yes.

PR&I: Heiling appointed Sunny Ruthchild as PR&I

**SIGNATURE CARDS:** New signature cards were signed for Minnwest Bank and Edwards Jones.

**DESIGNATE DEPOSITORY:** Motion by Steffen, second by Potter 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 Plaetz, second Potter to designate the office assistant as custodian of the petty cash funds. Motion carried by all voting yes.

**GRANT AUTHORIZATION:** Motion by Plaetz, second by Potter to authorize any supervisor to sign grant agreements from the state of Minnesota whenever they come into the office. The grant will be noted in the following month's board meeting minutes. Motion carried by all voting yes.

### Page 3- Redwood SWCD January 14, 2010 Meeting Minutes

**T & A FUNDS:** Motion Plaetz, second by Potter 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 Potter, 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:** Chair Heiling made the following committee assignments:

RCRCA – Don Steffen with Jeff Potter as alternate.

Personnel – Joe Plaetz and Ralph Heiling

Budget – Jeff Potter and Sunny Ruthchild

Southwest Technical Service Area – Ralph Heiling with Joe Plaetz as alternate.

RC&D –Sunny Ruthchild with Ralph Heiling as alternate.

**BLANKET MOTION:** Motion by Steffen, second by Ruthchild 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.

**MILEAGE RATE:** Beginning January 1, 2011 the IRS approved mileage rate will be 51 cents per mile.

**MEETING TIMES:** Motion by Plaetz, second by Potter to have all regular board meetings start at 8:00 a.m. starting with the February 2011 board meeting. Motion carried by all voting yes.

#### **STATE COST SHARE:**

*FY 2008 Clean Water Legacy 319 Funds:*

Motion by Ruthchild, second by Steffen to approve the following contracts for payment:

CWL-08-08	Mike Allex	Nutrient Mgt.	\$3,750.00
CWL-09-08	Tom Allex	Nutrient Mgt	\$3,750.00
CWL-10-08	Fran Verly	Nutrient Mgt.	\$3,750.00
CWL-11-08	Kirsch Frams	Nutrient Mgt.	\$3,750.00
Centrol Cooperative			\$6,000.00

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STATE COST SHARE: cont.

BWSR Funds:

CWL-85-08	Hartwin Kreft	Basin	\$2,430.00
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Motion carried by all voting yes.

*FY 2010 Clean Water Fund:*

Motion by Plaetz, second by Potter to approve cost share payment from the 2010 Clean Water Funds:

CWF-07-10	Roger Engler	Intakes	\$ 933.40
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Motion carried by all voting yes.

Motion by Steffen, second by Potter to accept the following requests for cost share assistance:

CWF-18-10	Dennis Oeltjembruns	Basins	\$7,003.00
CWF-19-10	Roger Engler	Intakes	300.00

Motion carried by all voting yes.

*Buffer Strip Program:*

Motion by Steffen, second by Potter to approve a partial payment to Vilo Dahmes for work done on contract:

BS4-08	Vilo Dahmes	Restoration of Habitat	\$8,518.13
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Motion carried with Plaetz voting no.

*District:*

Motion by Plaetz, second by Steffen to accept the following request for cost share assistance:

7-10	Charles Fenger	Fmstd Shelterbelt	\$398.00
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Motion carried by all voting yes.

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**BILLS PAYABLE:** Motion by Plaetz, second by Steffen to approve payment of all bills through January 13, 2011 totaling \$ 64,560.77. Motion carried by all voting yes.

### **REPORTS:**

Kari Clouse entered the meeting at 11:09

*Office Assistant:* Clouse – 1) Downloaded new tax updates for payroll and issued final payroll for 2010. 2) Issued W2's and completed all year end payroll reports. 3) Installed new tax updates for 2011. 4) Set up new PERA withholding rates for employee and employer contributions. 5) Set up items for new supervisors. 6) Submitted monthly and year end reports for rain gauge holders. 7) Working on closing out 2010 fiscal year. 8) Completed 2010 LWM final financial and set up new spreadsheet for FY 2011. 9) Implementing new method of reporting T&A in eLINK. 10) eLINK entries for all programs. 11) All items connected to monthly books and closing each month. 12) Set up new accounts payable vendors and issued checks. 13) Prepared reports for board meetings. 14) Helped compile mailing list for flood recovery mailings. 15) Help with tree invoices. 16) Processing 1026's and payment notices for various NRCS programs. 17) Completed and submitted 1<sup>st</sup> quarter supply order for NRCS.

Kari Clouse left the and Karen Wilhelmi entered the meeting at 11:12

*Education Coordinator:* Wilhelmi - 1) Worked on files for various programs. 2) Helped NRCS mailing out and miscellaneous office work. 3) Updated website. 4) Helping process Riparian buffer program paper work. 5) Environmental Fair – Getting Presenters information ready and sent out. 6) Sent out News Releases for NRCS and SWCD. 7) Entered information into eLINK. 8) Continue to work with FSA to update deeds and death certificates. 9) Worked with Marilyn on Annual Plan of Work. 10) Working on 2010 Annual Report. 11) Getting pictures and quotes for MASWCD. 12) Developing mailing list for Minor Watershed at Revere and developed a brochure for the mailing.

Karen Wilhelmi left the meeting at 11:15 a.m.

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REPORTS: (continued)

*District Administrator:* Bernhardson 1) Completed registration so are able to continue to receive direct deposits from federal government. 2) Completed lobbying report for State of Minnesota. 3) Completed Annual Plan of Work. 4) Completed 2<sup>nd</sup> quarter Farmbill report. 5) Environmental Fair meeting. 6) Attended Legislative Committee meeting where we finalized 2011 Legislative agenda for MASWCD. 7) Submitted CRP reimbursement to MASWCD. 8) Continue to process contracts for RIM Riparian Buffer and Rock Outcrop. 9) Working on In-Kind items for RCRCAs for the Middle Minnesota River Watershed. 10) Working on several items for our civic engagement project. 11) Took some leave. 12) FYI the next Area V Meeting will be February 17, 2011 at St. Stephens Church in Marshall.

Judy Schulte entered the meeting at 11:20

TECHNICAL – Schulte 1) Ordered more matting rolls. Plan to add one or two jacks to tree matting machine. 2) Working on tree plans and cost share contracts. 3) Finished up Conservation Corp Apprenticeship Grant and submitted it. 4) One more rock outcrop easement needs to be completed. 5) Put the 18 general CRP contracts in toolkit. 6) Continue to send out CRP scenarios. 7) Helping RCRCAs promote filter strip programs. 8) Advertised living snow fence in Redwood Gazette. 9) Listened to a RIM-WRP teleconference. Sent out about 20 scenarios for RIM-WRP. 10) Have a lot of producers interested in Riparian Rim bufferstrip program. 11) Working on civic engagement watershed project. 12) Completed WCA year end reporting. 13) Reviewing several WCA monitoring

Judy left the meeting at 11:44 a.m.

RCRCAs: Both meetings that had been scheduled since our last meeting got snowed out.

TSA: Heiling reported on the January 5, 2011

*County Commissioner:* Kokesch 1) Will hold special election March 22, 2011. 2) EDA and RADC met with county board and had a discussion about budgeting. 3) Ditches scheduled for redeterminations have been selected for 2011.

Brain Christiansen entered the board meeting at 12:06

NRCS: See attached sheet

Brain Christiansen left the meeting at 12:21

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### **GRANT AGREEMENTS:**

*Farm Bill:* Motion by Steffen, second by Plaetz to authorize chair to sign the 2011 Farm bill assistance grants for the amount of \$15,750.00. Motion carried by all voting yes.

*Clean Water Legacy 2008 Amendment:* Our request to extend the completion date of the 2008 Clean Water Funds was approved. Motion by Potter, second by Ruthchild to authorize the chair to sign the grant agreement to amend the completion date to December 30, 2011. Motion carried by all voting yes.

*DNR Conservation Legacy Grant:* We have two grant agreements with DNR for the Conservation Partners Legacy Program. One for a calcareous Fen Habitat Protection and one for Mesic Basswood Forest Protection. Both of these contracts will be RIM contracts with the individuals who own the land. Motion by Plaetz, second by Potter to authorize the chair to sign both contracts. Motion carried by all voting yes.

**LEGISLATIVE BRIEFING:** Legislative Briefing will be held February 28 and March 1<sup>st</sup>, 2011.

**2011 ANNUAL PLAN OF WORK:** Board reviewed draft 2011 annual work plan. Motion by Plaetz, second by Potter to approve the 2011 Annual Plan of Work. Motion carried by all voting yes.

**AFFILIATE PROGRAM:** A discussion was held regarding the affiliate program. Last year 40 members paid. Each board member will bring one idea to the February meeting for how to improve the program.

**OTHER BUSINESS:** None

**NEXT MEETING:** The next meeting of the Redwood Soil and Water Conservation District will be Thursday February 10, 2011 at 8:00 a.m. in the meeting room of the Ag Service Center in Redwood Falls, MN.

**ADJOURNMENT:** Chair declared the meeting adjourned at 12:45 a.m.

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Supervisor