

# SOIL AND WATER CONSERVATION DISTRICTS

“Helping bring YOU clean water”



## Redwood SWCD

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### 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

Vacant  
District  
Technician

Karen Wilhelmi  
Education  
Coordinator

## MINUTES FROM THE MAY 12, 2011 MONTHLY BOARD MEETING

The monthly meeting of the Redwood Soil and Water Conservation District was called to order at 8:00 a.m., on Thursday, May 12, 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  
Donald Steffen – Secretary  
Jeff Potter – Treasurer  
Sunny Ruthchild – PR&I

**STAFF:** Marilyn Bernhardson – District Administrator

**COUNTY COMMISSIONER:** Al Kokesch

**ADOPT AGENDA:** Motion by Steffen, second by Potter to approve agenda with the addition of: Audit bids. Motion carried by all voting yes.

**MINUTES:** Motion by Ruthchild, second by Potter to approve the minutes from the April 14, 2011 board meeting as sent out. Motion carried by all voting yes.

**PUBLIC COMMENT:** None

Ruthchild discussed a possible project site. Staff will look at site.

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

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### STATE COST SHARE:

Roger Pfarr has 4 different projects in sections 19 and 20 of Charlestown Township. Three different funds will be used to cost share all the projects. Motion by Steffen, second by Ruthchild to approve cost share for Roger Pfarr's projects as follows:

#### *Clean Water Legacy Funds:*

CWL-91-08	Grassed Waterway	\$7,710.68
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#### *District Funds FY 2011:*

2-11	Grassed Waterway	\$9,276.30
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#### *District Funds FY 2010 & 2011:*

11-10	Grassed Waterway	\$5,437.50
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#### *Clean Water Fund and District:*

CWF-21-10	Water & Sediment Control Basins	\$5,357.25
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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 May 12, 2011 totaling \$37,447.62. Motion carried by all voting yes.

### REPORTS:

Kari Clouse entered the meeting at 8:15 a.m.

*Office Assistant:* Clouse 1) Completed payroll and associated reports. 2) Items connected to Judy leaving. 3) All items for monthly financial entries and reports for the month. 4) Preparing paperwork for 1099s that have to be completed at year end. 5) Sent out postcards to pick up replacement trees and new tree orders. 6) Minutes for board meeting. 7) Helped clean out storage shed and tree facility. 8) Continue to help out with tree program on a daily basis. 9) At tree facility on Thursday's between 4-5:00 when someone wants to pick up trees. 10) Mailed out letters to applicants that did not receive interviews. 11) Compiled EQIP folders for NRCS and copies for landowners. 12) Sent rain gauge holders information to state climatologist office. 13) Data entry in eLINK. 14) Updated 2011 water management financial report.

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

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*Reports continued:*

*District Administrator:* Bernhardson - 1) Attended Clean Water Council Meeting. 2) Continue to process RIM contracts. 3) Working on tree issues. Karen and Lisa Panitzke have been planting trees. 4) Participated in webinar through MCIT for insurance regarding summer help and interns. 5) Helped unload trees. 6) Attended RCRCA's TMDL input meeting. 7) Scored all the applications we received. Set up interviews for all those who scored 80 and above and participated in the interviews. Sent out letters to those we did not interview. 8) Working on several ideas for tree program policy changes. 9) Figuring out what we have available for cost share funds through all programs and where the priorities should be to allocate these funds. 10) Our MCC apprentice will not be coming as soon as first anticipated. 11) Have worked on several wetland issues with Tara from Renville County.

*RCRCA:* Potter reported on the April 18, 2011 RCRCA meeting.

*County Commissioner Report:* Kandiyohi, Renville and Redwood Counties have met to discuss how to affectively have their public health departments working together.

Brian Christiansen entered the meeting at 8:27 a.m.

*NRCS:* See attached report. A discussion was held on board diversification.

Brian Christiansen left the meeting at 8:55 a.m.

**TECHNICIAN RECOMMENDATION:** Personnel committee presented the outcomes from the interviews that were held May 5, 2011. Motion by Ruthchild, second by Steffen to offer the position to Kristy Zajac for District technician, step II on current pay scale. During the interview, Zajac requested, if offered the job, that she not be required to take health and dental insurance as her husband carries family coverage and requested to be compensated for not taking insurance. Board agreed as long as she signs a form indicating she had been offered the insurance and she declined. Also she will need to bring in proof of coverage for both health and dental insurance. Motion carried by all voting yes.

**AUDIT BIDS:** We are required to have an audit of our 2010 financial books. We received one bid for the amount of \$2,785 from Thomas Stotesbery. Motion by Potter, second by Steffen to accept the audit bid from Thomas Stotesbery. Motion carried by all voting yes.

**OTHER BUSINESS:** None

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**NEXT MEETING:** The next meeting of the Redwood Soil and Water Conservation District will be Thursday June 9, 2011 at 8:00 a.m. in the meeting room of the Ag Service Center in Redwood Falls, MN.

**ADJOURNMENT:** Motion by Steffen, second by Potter to adjourn the meeting. Chair declared the meeting adjourned at 9:15 a.m.

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Supervisor