



**REDWOOD**  
**SOIL & WATER**  
CONSERVATION DISTRICT

1241 E Bridge St,  
Suite C  
Redwood Falls, MN 56283

507.637.2427 Ext 3  
www.redwoodswcd.org

**BOARD OF  
SUPERVISORS**

*Chair*

Jeff Potter  
District I  
(507) 641-3087

*Vice Chair*

Ed Carter  
District V  
(507) 629-4843

*Secretary*

Joseph Plaetz  
District IV  
(507) 747-2803

*Treasurer*

Kristen Tauer  
District III  
(507) 220-5393

*PR & I*

Brian Timm  
District II  
(507) 430-2220

**STAFF**

Scott Wold,  
*District Administrator*

Jeanne Prescott,  
*Office Manager*

Kristy Zajac,  
*Conservation Specialist*

Kurt Mathiowetz,  
*Water Quality Technician*

Brian Pfarr,  
*Resource Specialist*

Jennifer Hahn,  
*Conservation Planner*

**MINUTES FROM THE January 13, 2021 MONTHLY BOARD  
MEETING**

The monthly meeting of the Redwood Soil and Water Conservation District was called to order Wednesday, January 13, 2021 at 8:30 a.m. by Chair Jeff Potter.

**BOARD MEMBERS PRESENT:**

Jeff Potter – Chair  
Brian Timm – PR & I (via phone)  
Ed Carter – Vice Chair (via phone)  
Joseph Plaetz – Secretary  
Rick Maurer – Treasurer

**STAFF:** Scott Wold – District Administrator, Jeanne Prescott – Office Manager, Dennis Groebner – 3<sup>rd</sup> District, Vicki Kletscher – County Administrator, Kristy Zajac – Conservation Specialist

**OTHERS PRESENT:** N/A

**ADOPT AGENDA:** Wold mentioned changes to the Agenda, Removing Kurt's status on previous minutes for December 16, 2020. Motion by Carter second by Plaetz to adopt the agenda. Motion carried.

**MINUTES:**

Motion by Plaetz, second by Carter to approve December 16, 2020 minutes. Motion carried.

**PUBLIC COMMENT:** none at this time.

**ELECTION OF OFFICERS:**

**Motion made by Carter to Nominate Jeff Potter for Board Chair, second by Plaetz**

Board Chair

2021 – Jeff Potter

**Motion made by Plaetz to Nominate Ed Carter for Vice Chair, second by Timm**

Vice Chair

2021 – Ed Carter

**Motion made by Plaetz to Nominate Rick Maurer for Treasurer, second by Carter**

Treasurer

2021 – Rick Maurer

**Motion made by Carter to Nominate Joe Plaetz for Secretary, second by Potter**

Secretary

2021 – Joe Plaetz

**Motion made by Carter to Nominate Brian Timm for Public Relations, second by Plaetz**

Public Relations

2021 – Brian Timm

**DESIGNATE COMMITTEE ASSIGNMENTS  
RCRCA**

2021 – Ed Carter, Brian Timm

**Personnel (Liaison committee)**

2021 – Joe Plaetz, Jeff Potter

**Budget**

2021 Brian Timm, Rick Maurer

**SWPTSA**

2021 – Rick Maurer, Ed Carter

**Water Plan Task Force**

2021 – Joe Plaetz, Jeff Potter

**DESIGNATE SIGNATORY AUTHORITY**

Supervisors and Administrator authority to sign grant agreements and financial reports. Motion by Plaetz, second by Carter. Motion carried.

**DESIGNATE PETTY CASH AUTHORIZATION**

Motion by Plaetz that the Office Manager has Petty Cash Authorization, second by Carter. Motion carried.

**AUTHORIZE TECHNICAL ASSISTANCE ENTITIES:**

SWCD staff with JSS, NRCS, RCRCA, Area II, SWPTSA. Motion by Carter, second by Plaetz. Motion carried.

**DESIGNATE RATES FOR SUPERVISORS:**

Per Diem; \$75.00 per day, Mileage 0.56 per mile. Motion by Carter, second by Plaetz. Motion carried.

**FINANCE REPORTS:** Motion by Carter, second by Plaetz to Approve Finance Report Motion carried.

**BILLS PAYABLE:** Motion by Plaetz, second by Maurer to approve payment of the bills. Motion carried.

**GRANT TRACKER:** Informational

**2021 REDWOOD SWCD BUDGET:** Motion by Carter, second by Plaetz to adopt the budget. Motion carried.

**APPROVE 2020 AUDIT – Peterson Company Ltd;** Motion by Plaetz, second by Carter to approve Audit. Motion carried.

**DISCUSSION ON BOARD PACKETS:** Board packets will be electronically sent prior to board meeting. Discontinue mailing our board packets. Binders will have Board Packets monthly put into them for reference for all SWCD Board members. Dennis Groebner will always receive a paper copy at the meetings.

**SWCD HIGHWAY SIGNS:** Photos of wording for 6 -4'x5' SWCD Conservation District signs on the side of the HWY were viewed, suggestions of rewording were made. We will represent at the February meeting.

**REPORTS: Water Quality Technician,** Kurt Mathiowetz; Wold reported Mathiowetz will be back in the office Tuesday, January 26<sup>th</sup>.

**Conservation Specialist** – Kristy Zajac; Better imagery, so working on projects (buffers) to make sure they are in compliance, this is a continued process. CREP agreements are coming in about 15. Cost Share and Wetland coming in. Boundary survey on Easements it takes up to 12-18 months for closing. Starting Kodet agreement for wetland, next step surveying boundary. 2 WCA agreements; Morgan and Geises. Northstar system built RWF to put more units on. Working on other items as well.

**Resource Specialist** – Brian Pfarr; Wold reported; out surveying due to continued nice weather.

**Conservation Planner (WCPI)** – Jennifer Hahn; Working on EQIP applications for funding for the 2021 sign up including conservation plans, designs, cost estimates and 052's. Developed a 5 week virtual education series for implementing soil health practices starting the end of January and occurring on Wednesdays, working with partners and farmers to plan. Created soil testing videos for the Redwood school district. Held Middle MN Watershed Team meeting. Held two break out session discussions with Bruce and Matt Tiffany at the Soil Management Summit (formerly the CTC). Completed grant reporting for position. Attended Practical Farmers of Iowa's Cover Crop boot camp and CART assessment training. Speak on KNUJ monthly about conservation opportunities, updates and activities.

**RCRCA:** Redwood Dam repair and design, Delhi working on project, Tracy golf course bids this spring.

**County Commissioner** –: Nothing to report at this time

**District Conservationist:** Jeff Kjorness, Olivia DC (in absence of Loren Clark); The EQIP 2021 application deadline was November 20<sup>th</sup>. Field Offices continue to work through eligibility and ranking of applications. Due to large number of applications statewide, the State office has decided to use a screening and prioritization worksheet to prioritize the older applications. Field Offices are completing 2020 payments for participants that deferred their payment to 2021. CSP general application deadline for 2021 has not been released as of yet. General CRP signup is January 4, 2021 through February 12, 2021. Due to Covid-19 field offices will remain at level 0 which is doors locked to customers and will not be allowed into the building. Telework is highly recommended and required for federal employees in offices with more than 2 employees. NRCS is using the direct hire process to fill positions. Positions available in the Redwood Team are Olivia a Civil Engineer Technician and Redwood and Sleepy Eye both have Soil conservation Technicians. If you know of anyone interested in these positions or others throughout Minnesota direct them to USA JOBS for the position announcements. Wold added that he visited with John Matts about the missing DC for a lot of months while Loran continues to be out on family leave. John Matts is not happy with the situation either, however upon return of Loran Clarke his office home will be in Redwood Falls and he will be here more often.

**2021 SWCD BOARD MEETING SCHEDULE:**

- Wednesday, January 13, 2021
- Wednesday, February 10, 2021
- Wednesday, March 10, 2021
- Wednesday, April 14, 2021
- Wednesday, May 12, 2021
- Wednesday, June 9, 2021
- Wednesday, July 14, 2021
- Wednesday, August 11, 2021
- Wednesday, September 8, 2021
- Wednesday, October 13, 2021
- Wednesday, November 10, 2021
- Wednesday, December 8, 2021

\*Meeting time and room is subject to change in accordance with weather or other events. Meeting information will always be available on our website at [WWW.redwodoswcd.org](http://WWW.redwodoswcd.org).

**OTHER BUSINESS:** Wold suggested the Staff reporting be moved to a quarterly reporting vs monthly to give the staff more relevant reporting then just the everyday duties. It was discussed that Action items will be put on the Agenda and they will come in to report at this time. The SWCD Board were all in favor of this.

**NEXT MEETING:** The next regular board meeting is planned for February 10, 2021 at 8:30 A.M. located in the Government Learning Center.

**ADJOURNMENT:** Potter adjourned the meeting at 9:43 a.m.

---

Supervisor