

# SOIL AND WATER CONSERVATION DISTRICTS



"Helping bring YOU clean water"

## Redwood SWCD

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### Supervisors

Chair  
Jeff Potter  
District I  
(507) 641-3087

Vice Chair  
Edward 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) 342-2014

### Staff

Marilyn  
Bernhardson  
District  
Administrator

Vacant  
Deputy  
Administrator

Kristy Zajac  
Conservation  
Specialist

Kurt Mathiowetz  
Water Quality  
Technician

Brian Pfarr  
Resource  
Specialist

### MINUTES FROM THE NOVEMBER 27, 2018 MONTHLY BOARD MEETING

The monthly meeting of the Redwood Soil and Water Conservation District was called to order Tuesday, November 27, 2018 at 8:31 a.m. by chair Jeff Potter. The meeting was held in the meeting room of the Ag Service Center in Redwood Falls, MN.

#### BOARD MEMBERS PRESENT:

Jeff Potter - Chair  
Joe Plaetz - Secretary  
Kris Tauer - Treasurer  
Brian Timm - PR&I

**STAFF:** Marilyn Bernhardson - District Administrator

**COUNTY COMMISSIONER:** Dennis Groebner

**COUNTY ADMINISTRATOR:** Vicki Kletscher

**ENVIRONMENTAL DIRECTOR:** Scott Wold

**COUNTY ATTORNEY:** Jena Peterson

**BWSR Staff:** Jeremy Maul and Ed Lenz

**ABSENT:** Ed Carter

**ADOPT AGENDA:** Motion by Timm second by Plaetz to adopt the agenda as amended.  
Motion carried

**MINUTES:** Motion to Plaetz, second by Timm approve the minutes from the October 11, 2018 board meeting as sent. Motion carried.

**PUBLIC COMMENT:** None

#### COST SHARE:

Motion by Plaetz, second by Timm to approve payment for the following completed contracts:

##### WCA Funds:

WCA-18-6	Mark Nemitz	Cover Crops	\$800.00
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##### Flood Funds:

23-Flood	Waraju	Grade Stab. Repair	\$25,463.02
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##### Buffer Strips:

35-Buffer	Chris Christensen	Buffer	\$500.00
38-Buffer	Todd Altermatt	Buffer	\$570.00
46-Buffer	James Schilling	Buffer	\$500.00

Motion carried

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### **Cost Share (continued)**

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

#### *Water Management Funds:*

Water Mgt.	Stan Rohlik	638	\$1,186.50
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Motion carried.

Kris Tauer entered at 8:37 a.m.

**BILLS PAYABLE:** Motion by Timm, second by Plaetz to approve payment of the bills through November 27, 2018 totaling \$82,305.60. Motion carried.

### **PERSONNEL COMMITTEE:**

Plaetz and Potter reported on activities of personnel committee. Interviewed for deputy administrator were held. Tyler Christensen was offered the position pending Redwood SWCD board approval and Redwood County acknowledgement of the offer. Motion by Timm, second by Tauer to approve the offer of deputy administrator to Tyler Christensen with a start date of December 12, 2018 after Redwood County Commissioner acknowledge Redwood SWCD board approval. Motion carried.

Employees leave: Two employees in our office have more than 96 hours and that is what county allows for year-end carry-over. Motion by Timm, second by Plaetz to request a Memorandum of understanding authorizing the two staff be authorized to carry over what they currently have, however then they must get down to county requirements at end of 2019. Motion carried. County Administrator will work with county commissioners for the request.

Letter from BWSR: Ed Lenz reviewed the concerned expressed by BWSR regarding the Cooperative Agreement between Redwood County and Redwood SWCD. A document with suggested possible changes was provided in writing. A discussion was held. Redwood SWCD board will take these recommendations under advisement, discuss it at the December meeting and if they want to see some changes they will put the recommendations in writing.

### **REPORTS:**

RCRCA: Timm reported on the meeting that was held November 1, 2018. It was RCRCA's annual meeting where the presentation was about lake Redwood and the possible dredging.

TSA: Timm reported on the September Meeting.

AREA V: Timm reported on the November 15, 2018 meeting.

BUDGET: Draft 2019 Budget was presented and discussed. Motion by Plaetz, second by Tauer to adopt the 2019 proposed budget. Motion carried.

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**UNEMPLOYMENT:** Received a notice indicating that we would be responsible for approximately \$11,830.00 unemployment. I provided them with additional information and then received a notice that unemployment has been delayed and have not heard anything further.

**AUDIT:** District Administrator was informed that a notice had been sent to the office assistant indicating that we needed to have an audit 2017 finances. Information was not given to district administrator, so no audit has been completed. Working with BWSR to see what is the next step.

**STATE CONVENTION:** Room reservation and registrations have been sent in. Bruce Tiffany, Redwood SWCD Conservation Farmers has won farmer for Area V.

**DENTAL INSURANCE:** January 1, 2019, group health and dental policies will no longer be viable for district administrator, since all employees accept for district administrator will fall under the county. Motion by Plaetz, second Timm to pay dental bill for district administration based on what dental insurance would normally pay. Motion carried.

**PHASED RETIRMENT OPTION:** As has been discussed, district administrator will be planning to continue working with the RIM program through January 2020. During this time will be able to train new staff to implement the program. PERA has recommended that we enter in a Phased Retirement Option Agreement. Motion by Timm, second by Plaetz to authorize chair Potter to sign the Phased Retirement Option Agreement. Motion carried.

**DECEMBER BOARD MEETINGS:** December board meeting will be held December 19, 2018 at 8:30 a.m.

**ADJOURNMENT:** Motion by Plaetz, second by Timm Chair to adjourn the meeting at 10:23 a.m. Motion carried.

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Supervisor