

# 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*

Kari Clouse

*Office Assistant*

Kristy Zajac

*Conservation*

*Specialist*

Kurt Mathiowetz

*Water Quality*

*Technician*

Brian Pfarr

*Resource*

*Specialist*

## **MINUTES FROM THE JANUARY 11, 2017 MONTHLY BOARD MEETING**

The monthly meeting of the Redwood Soil and Water Conservation District was called to order Wednesday, January 11, 2017 at 8:40 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

Ed Carter – Vice Chair

Joe Plaetz – Secretary

Brian Timm- PR&I

Kris Tauer - Member

**STAFF:** Marilyn Bernhardson – District Administrator

Handed our W-4 forms for supervisors to complete also provided Kris Tauer with a Form I-9 to complete.

**OATH OF OFFICE:** Oath of office was administered to Ed Carter, Joe Plaetz, Brian Timm and Kristen Tauer.

**ADOPT AGENDA:** Motion by Plaetz, second by Carter to adopt the agenda with the addition of Legislative Briefing. Motion carried

**MINUTES:** Motion by Timm, second by Carter to approve the minutes from the December 14, 2016 board meeting as sent. Motion carried.

**PUBLIC COMMENT:** None

### **ELECTION OF OFFICERS:**

Motion by Plaetz, second by Carter for all officers to remain the same, replacing Heiling with Tauer as treasurer. Motion carried

**DESIGNATE DEPOSITORY:** Motion by Plaetz, second by Tauer for 2017 to designate Minuets 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.

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**PETTY CASH CUSTODIAN:** Motion by Carter, second by Plaetz to designate the office assistant as custodian of the petty cash funds. Motion carried.

**GRANT AUTHORIZATION:** Motion by Plaetz, second by Timm to authorize the district administrator or 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.

**T & A FUNDS:** Motion by Timm, second by Carter to authorize the use of up to 20% of the State Cost Share funds for technical and administrative costs from our FY 2016/2017 cost share funds. Motion carried.

**TECHNICAL ASSISTANCE:** Motion by Timm, second by Plaetz to authorize SWCD staff with job approval authorize, NRCS, RCRCA and/or Area II where applicable to provide technical assistance on best management practices that are installed in Redwood County unless indicated otherwise. Motion carried.

**BLANKET MOTION:** Motion by Plaetz, second by Carter to pay compensation and mileage for supervisors to attend committee meetings, Area V meetings, meetings for supervisor training and mileage for signing checks or other documents and to pay employees expenses for attending Area V meetings and authorized training. Motion carried.

**MILEAGE:** Motion by Plaetz, second by Carter to pay mileage reimbursement based on IRS rates. Motion carried.

**COMMITTEE ASSIGNMENTS:** Chair made the following committee assignments:

RCRCA – Ed Carter with Brian Timm alternative.

Personnel – Joe Plaetz and Jeff Potter

Budget – Brian Timm and Kris Tauer

Southwest Technical Service Area – Brian Timm with Ed Carter alternate

Water Plan Task Force – Joe Plaetz with alternate of Jeff Potter

**BILLS PAYABLE:** Motion by Carter, second by Plaetz to approve payment of the bills through January 11, 2017 totaling \$43,235.97. Motion carried.

**MIGRATION TO QUICKBOOKS:** Motion by Plaetz, second by Timm to authorized hiring someone to migrate financial books from Redwing to QuickBooks.

**LEGISLATIVE BRIEFING:** Will be held March 20-21 at Embassy Suites.

### **REPORTS:**

Kristy Zajac entered the board meeting at 9:12 a.m.

Conservation Specialist – Zajac – 1) Buffer compliance 2) CRP scenarios. 3) WCA Report required by the state. 4) Spot check for CRP to see if contracts that want to re-enroll have adequate cover.

Zajac left the meeting and Kurt Mathiowetz entered the meeting at 9:25 a.m.

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#### **REPORTS:** continued

Water Quality Specialist – Mathiowetz – 1) Water Quality Certification program. 2) Surveying structural practices. 3) Nitrate testing has been a little slow.

Mathiowetz left the meeting and Brian Pfarr entered the meeting at 9:29 a.m.

*Resource Specialist:* 1) Handed out a copy of the project list that require a licensed engineer – See attached list. There are 14 additional projects that Pfarr has job approval authority to complete. 2) Completed 9 CRP fixes. 3) Completed 4 surveys with TSA and 5 with Area II. 4) Will attend state local work group meeting. 5) Was selected to be on the Area Technical Training Team.

Pfarr left the meeting at 9:40 a.m.

*District Administrator* – Bernhardson 1) Continue to work on RIM folders. 2) Developed 2017 budget for Water Management Plan. 3) Submitted article to papers regarding Hicks as Conservation Farmer. 4) Processed farm bill reimbursement for 2<sup>nd</sup> quarter. 5) Submitted 2016 Annual Report for Ag BMP loan program. 6) Will be switching accounting program to Quick Books. 7) Working on 2016 Annual Report. 8) Finalized “draft” of new Employee Handbook and will bring to February board meeting. 9) Will be required to have our 2016 books audited, so will send letters asking for bids. 10) In the governors proposed bonding bill he placed \$30M for RIM to leverage federal dollars for CREP.

*RCRCA:* - No one attended the January 7, 2017 meeting

*County Commissioner:* No one in attendance.

Shannon Gegner entered the meeting at 9:53 a.m.

*NRCS DC Report* – See DC Gegner attached report.

Gegner left the meeting at 9:56 a.m.

**RIM POSTING:** Morgan Brothers Landscaping holds liability insurance coverage and they are interested in having one of their staff post our RIM easements. Administrator will meet with them to work out the details.

**NEXT MEETING:** The next regular board meeting of the Redwood Soil and Water Conservation District will be held on February 8, 2017 at 8:30 a.m. in the meeting room of the Ag Service Center in Redwood Falls, MN.

**ADJOURNMENT:** Motion by Plaetz, second by Timm Chair to adjourn the meeting at 10:03 a.m. Motion carried.

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Supervisor