

Renville Soil & Water Conservation District
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**MINUTES FROM THE OCT 8, 2020 REGULAR BOARD MEETING
located at the SWCD Shed, 215 26th St North Olivia, MN**

Social distance and other in person CDC recommendation apply during this meeting.

Board Members Present: Koenig, Kelly, Schroeder, Kokesch, Jepson
Staff Present: Holly Hatlewick
Other Present: Lyle Lundstrum, County Commissioner Schmidt

- I. Call to order 7:30am
- II. Public Address to the Board (2 minutes per person): Dispensed, no citizens present
- III. Consent Agenda, Meeting Minutes: Approved the meeting minutes from Sept 2020 special meeting, bills and treasury reports for July, Aug and Sept. **(Schroeder, Koenig) MSC**
- IV. Old Business
 1. Operational items/staff concerns: None brought forward
 2. Budget update: Administrator Hatlewick provided an update on the SWCD 2021 county allocation request and BWSR grant adjustments. Meeting for further discussion with the county are scheduled for 10/28/20, for Kokesch, Schroeder and Hatlewick
 3. MARL: Hatlewick provided the Board an updated schedule and discussion was had on the benefits of the program.
 4. SWCD Space: Hatlewick provided an update on lease alternatives, additional information will still need to be gathered.
- V. New Business
 1. Employee insurance: Dahl Colonial, Motion: The SWCD is not responsible for employee benefits, prior to enrollment, nor are they responsible for delayed enrollment due to agent scheduling delays, no cash benefit will be paid as a result. **(Jepson, Koenig) MSC**
 2. F & M Bank signatory card: Motion to amend signatory card to add Lorie Grindberg with CDS, remove former Board Member and make current with present Board Members Kevin Kokesch, Mark Koenig, Dr. Kathryn Kelly, Dean Schroeder, and Richard Jepson. All other staff and CDS signatories will remain the same. **(Kelly, Schroeder) MSC**
 3. MASWCD State Officers: Discussed the Area VI plan for elections through email. Mark Koenig expressed interest in re-running for Area Treasurer/Secretary.
 4. MASWCD resolutions: Discussion tabled until November meeting. **(Jepson, Schroeder) MSC**
 5. September 5th Storm Damage: The Board would like to see bids for replacing the hail damaged roof on the SWCD storage shed.
- VI. Personnel Committee
 1. Edmondson PTO request: Motion to approve request. **(Jepson, Schroeder) MSC**
- VII. Program Updates

Supervisors: Chair/District 2 **Kevin Kokesch**, Vice Chair/District 3 **Dean Schroeder**,
Treasurer/District 5 **Richard Jepson**, District 4 **Kathryn Kelly**, District 1 **Mark Koenig**,
Staff: District Administrator **Holly Hatlewick**, Administrative Assistant **Melissa Edmondson**, Buffer
Specialist/Agricultural Inspector **Ethan Dahl**

1. Cost Share Programs: Five construction projects going on presently Johnson/Bakker dam repair, Malecek grassed waterway, Greenslit dam repair, Heller basins, Gaasch basins. Motions to authorize Administrator Hatlewick to allocated funds and make payments on the Board's behalf from any current or future funds to expedite the completion of the list five projects or any additional projects that would be completed this fall. **(Kelly, Schroder) MSC**
2. Staff Reports

Holly Hatlewick

CREP

- 5 contracts- worked on existing easements managements
- Worked on all stages of legal and contract work, varied by agreement

1WIP

- Steering meeting and modeling
- Preparing correspondence for Advisory Committee

Other

- MN Soil Health Coalition School: presented to 62 attendees
- Ag Inspector duties: Assisted with the third and final 2020 pesticide container collection on September 16th
- Completed our Fridays on the Farm video series on September 18th
- Meetings with County Administrator, discussing shares services, budget and 2021 agreements
- Responded to Data Practice request
- On boarding and training of new employees
- Gather prices and details on SWCD building and network
- MARL preparation for initial meeting held on 10/6
- Working with Cover Crop and Reduced Tillage Cost Share applications

Melissa Edmondson

- Assisted with CREP/RIM, Cover Crop Cost Share Program, Buffer Cost Share Program, drill rental, and MSHC School prep
- Completed January through June eLink reporting
- Working with contractors to get bids for shed tree cooler project
- Unpaid leave

Ethan Dahl

Buffer Law

- Tracking down those who still needed to bring in forms for the cost-share deadline of 9/30/20
- Beginning to finalize all cost-shares for those who we have received all proper documentation

Agricultural Inspector

- Last Pesticide Jug Collection Day for the year (9/16/2020) Nine groups of individuals showed and one co-op for bailing down at RRRSWA
- Attended a Flora township meeting to discuss further plans for wild parsnip in the area 9/8/20
- 2 noxious weed sightings reported and visited/assessed

MAWQCP

- Phil Smith signed up to become MAWQCP certified

- Continued outreach for a possible partnership

Other

- Retrieval of 3 Hobo Temperature Gauges using the Trimble
- Retrieval of 2 of the trail cameras
- Retrieval and assessment of the Tea-Bag Soil Health Assessment
- Attendance at the Soil Health Coalition, learned lots and got to do some great networking
- RIM repair construction meeting 9/29/20

Kyle Richter

CREP:

- Worked on 15 CREP contracts, working on getting 5 recorded and the rest have a few more steps before they can be recorded
- Sent 2 CREP construction bids out to contractors
- Working on a filing system for CREP contracts to make the process more efficient and easier for other people in the office to help out landowners if Holly or myself are out of the office

Wells:

- Finished up 1 well cost share voucher and have another contract in process

Training/Onboarding:

- Have had multiple go to meetings with BWSR
- Completed Discrimination and Harassment Training
- Working with Holly to finish up training around the office

3. NRCS Report – Jeff Kjorness, DC: Attached

4. Board Reports

Kelly: Oct 22nd BWSR State Buffer meeting, RIM committee meeting was also held.

Schroeder: No SWCD report

Koenig: Area VI TSA phone meeting, discussed hiring a new technician.

Jepson: No SWCD report

Kokesch: No SWCD report

Schmidt: Working on county budget requests.

VIII. Other:

1. 2019 Audit finding and approval letter: Motion: To approve findings letter and separation of duties response narrative. (Kelly, Schroder) MSC
2. MASWCD Convention: December 8th, meeting will be virtual. Possible held at the SWCD for the full Board to participate.
3. Possible Level Two and opening for appointments: Update USDA possibly opening for appoints level two has been requested.
4. 2018 Local Cap Reconcile: Administrator provided an update on the Local Cap reconcile.

IX. Upcoming meetings and dates to remember: See below

X. Motion to adjourn at 8:38 A.M. **(Richard, Schroder) MSC**

CHAIRMAN