



## MINUTES FROM THE May 18, 2018 REGULAR BOARD MEETING

### Supervisors

Chair  
District 2  
Kevin Kokesch

Vice Chair  
District 3  
Terrylea Ness

Treasurer  
District 5  
Jim Hebrink

District 4  
Kathryn Kelly

District 1  
Mark Koenig

Staff  
Holly Hatlewick  
District  
Administrator

Karen Wermers  
Farm Bill  
Technician

Cody Dale  
Technician

Michael Sandager  
Technician

The Regular Monthly Meeting of the Renville Soil and Water Conservation District was called to order at 7:30 A.M. by chair, Kevin Kokesch, and opened with the pledge of allegiance.

**BOARD MEMBERS PRESENT:** Mark Koenig, Kevin Kokesch, Terrylea Ness

**STAFF PRESENT:** Holly Hatlewick, Melissa Edmondson, Mike Sandager, Karen Wermers, Cody Dale

**Others Present:** David Torgelson, Renville County Attorney

**Citizens Comment Period:** Dispensed, no citizens present

**Consent Agenda:** Approved the minutes from April, 2018 regular meeting and bills to pay (**Ness, Koenig**) **MSC**

**Treasurers Report:** Approved April 2018 treasury report (**Koenig, Ness**) **MSC**

**Network:** The board had a phone conference call Chesa Frahm Lac Qui Parle SCWD Manager. Lac Qui Parle SWCD started getting off the USDA network in July 2017 and were was complete in August 2017. The cons they have experiences: that it is not easy to get an enterprise ArcMap license, buying the personal licenses- not fancy tool gets the job done, their internet was too slow so they had to upgrade their services, and their phones are still tied to the NRCS because it would cost \$8,000 to go through South West West Central Co-op. The board agreed to continue getting prices at this time.

**June Board Meeting:** The June board meeting will be held on June 14<sup>th</sup> at 7:30 am at Masters Coffee Shop.

**Data Privacy:** Torgelson explained Data Privacy and the need for a Data Practices Policy. If a previous employee or reporter asks for information we need to forward the request on to Holly, just like all other data privacy requests.

**Time Tracking:** Torgelson said that SWCD can require smartphone time tracking apps, however we need to be able to turn off the time tracking app on the employee's phone, when they are not clocked in. It would be used as a safety blanket to know the employees location if they don't come back from a trip or to insure their personal safety. The time tracking will keep the employees more accountable as far as break

Renville Soil & Water Conservation District  
1008 West Lincoln, Olivia MN 56277  
Phone: 320-523-1550 ext. 3 Fax: 320-523-2389



times. The time tracking requires data use on cell phones- may look into a monthly stipend for employees. The information such as time worked in the app will be public record so the SWCD would be able to obtain the information from the employee's phones, remotely. Kokesch would like the whole board to be present before voting. Torgelson is going to do additional research into this topic.

**County Noxious Weed Program:** Hatlewick presented the possibility of the SWCD entering into an agreement with the County, to oversee the County's Noxious Weed Program CNWP, from Renville County.

Authorize Hatlewick to negotiate with the County on the SWCD behalf the possibility of the SCWD taking over the CNWP. **(Koenig, Ness). MSC**

**Conservation Boot Camp:** NACD will pay for the training, lodging, and per diem. The NACD pays for 75 employees to attend. In 2017, the Board Authorized Sandager to attend and wishes to send him now in 2018. **(Koenig, Ness) MSC**

**Summer SWCD Retreat:** It would be ideal to have the retreat during the work day between 9:30-3:30. Hatlewick and Edmondson will work on sending a doodle to get suggested dates, and they will set up a curriculum. Board wants to go to Fagen WWII Museum in Granite Falls.

**Skalbeck Streambank - Bolton & Menk Agreement:** Approve Bolton & Menk Agreement and authorize Administrator Hatlewick the author to act on the Board behalf for future actions of this project. **(Koenig, Ness) MSC**

**Staff report: Administrator Hatlewick:** Is working on One Watershed One Plan planning with partners, USDA Collaboration Grant, BWSR training Acceleration Grant with the Area V training team, assisted with Buffer Program, Working with Melissa on training, Attended MCIT-HR training session in St. Cloud, Assisted with WALK, DRAP- working with private Eng and BWSR staff on project development and oversight, CREP meeting in Marshall and working with CREP program oversight, Nations Planning Partners Meeting, Working with partners to look at starting a MN Soil Health Coalition, Assisting landowners with SDCD/HCQP Cover Crop Cost Share program, Completed SWCD Anti-Harassment training 5/4/18, Discussing county programming that could be implemented by SWCD, with county staff and exploring potential collaboration, Completed USDA Firebreak Training 4/24/18, MPCA- Watershed meeting, Mankato.

Employees mentioned they would like to get a 4 wheeler- the board felt it was unnecessary at this time. Hatlewick asked if Sarah the Conservation Corp Apprentice would be able to use the

Renville Soil & Water Conservation District  
1008 West Lincoln, Olivia MN 56277  
Phone: 320-523-1550 ext. 3 Fax: 320-523-2389



SWCD vehicles- Kokesch doesn't want to go away from the handbook. 2017 Audit needs to be done by October 30<sup>th</sup>.

**Karen Wermers:** Tracking CRP re-enrollment interest from landowners, CRP still closed until further notice, assisting landowners with CRP questions and seeding advice for this spring, staking CREP boundaries, going on-site with landowners to discuss potential CREP projects, CREP deadlines, 1 CREP application to be submitted for May 15, Processing title work for 13 easements, to date, 23 funded application in Renville County, When requested by BWSR, I put together cultural resource review worksheets for the NRCS cultural resource review specialist, Continually reporting efforts on created estimates and landowner contacts using BWSR's tracking spreadsheets, attended RUSLE II training, Presented at 2 county buffer meetings, CREP Webinar.

**Cody Dale:** Beaver Falls WMA grade stabilization project awarded to Rough Country Excavating, Bolton & Menk awarded engineering and design of Hawk Creek streambank restoration. Streambank is a joint project with Renville County, Morton Retention Pond construction to begin this spring, RIM enhancements projects including grazing, haying and re-seeding pollinator habitat into existing easements, Continue to send quotes for current CREP sign up, Currently 4 restoration projects are planned for the summer of 2018, Performed surveys on newly acquired CREP easements, Conservation plans for new and old easement modifications, CSAH road improvement application for road improvements, Limbo Creek application, Wetland bank application, Collecting applications for cost-share requests. Currently have 6 applications that require a site visit and follow up survey if feasible, MAWQCP applications and entering applicant information into the assessment tool, Conservation planning, BOLD Walk

**Michael Sandager:** Feedlot Inspections have been completed on 27 of the 57 feedlots over 50 AU scheduled for 2018, Buffers- Working with landowners on solutions for their land, Developing Alternative Practices, Administering Buffer State-Cost Share policy, Funding was approved for all private landowners and for the County on re-determined ditches, 252 landowners have signed contracts for a total of \$173,997, County was approved for 85 acres, a total of \$30,600, Keeping a waiting list for landowners interested in buffer cost-share, currently have 27 applicants on the list, Held WALK, Administering and participating in the precipitation monitoring program, SWCDs social media and website, Informing landowners about CREP options

**Melissa Edmondson:** Mike provided me with buffer strip training, Holly joined me in the field to provide additional training and ensure that my training and knowledge of measuring the buffer strips is correct, Viewing buffer strips and determining whether they are compliant or non-

Renville Soil & Water Conservation District  
1008 West Lincoln, Olivia MN 56277  
Phone: 320-523-1550 ext. 3 Fax: 320-523-2389



compliant, Completed fire break training, Participated in the Watershed meeting in Mankato, Presented Enviroscene at the W.A.L.K. event, Completed Harassment training, Scanning historical the meeting minutes to an external hard drive and USB drive

**Board Report:**

Supervisor Kelly: not present

Supervisor Hebrink: not present

Supervisor Ness: Attended the previous Board Meeting

Supervisor Koenig: Attended the Crow Watershed Meeting and Hawk Creek Watershed Meeting.

Supervisor Kokesch: Stopped in the office last week and attended previous meeting.

**NRCS Report:** Kjorness has been working on planning for the 3 application for EQIP RCPP (Regional Conservation Partnership Program) partnered with the MN Agricultural Water Quality Certification Program (MAWQCP). Applications are all for non-till/strip till with cover crops. All 7 eligible 2018 EQIP applications have been approved for contracts. Contracts were for Animal Waste Storage facility, Animal Mortality Facility, Certified Nutrient Management Plan, and 3 for No till/strip till with Cover Crops. Working on Planning and Ranking for the 15 new CSP applications for 2018. Continue to process modifications to remove acres lost or enrolled into CRP for the 2018 cropping year.

**Other:** Hi Vis vests or garment will be required to be worn by all SWCD employees, whenever they go out to the field, year round.(Ness, Koenig) MSC

**Commissioner John Stahl:** Not present

**NEXT MEETING:** The next regular meeting will be June 14, 2018 at 7:30 a.m. at Masters Coffee Shop in Olivia, MN.

**ADJOURNMENT:** To adjourn the Renville SWCD Meeting 10:30 am (Ness, Koenig) MSC

---

**SUPERVISOR**