

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



MINUTES FROM THE JUNE 13, 2019 REGULAR BOARD MEETING

Board Members Present: Jim Hebrink, Kathryn Kelly, Mark Koenig, Kevin Kokesch, Dean Schroeder

Staff Present: Holly Hatlewick & Melissa Edmonson

Others Present: Rick Schmidt, County Commissioner & Mark Schnobrich, MASWCD Area VI Chair

- I. The meeting was called to order by Chairman Kokesch at 7:30 A.M.
- II. Citizen Comment Period (2 minutes per person): Dispensed, no citizens present
- III. Consent Agenda, Meeting Minutes, Bills, and Treasurer's Report: Approved the meeting minutes from May 9, 2019 regular meeting, bills, and treasurer's report. (Kelly, Schroeder) MSC
- IV. Old Business:
 1. Staff Grievance: Mr. Sandager brought forward a grievance; however, he did not follow the SWCD Handbook Grievance Policy. Mr. Sandager needs to discuss his grievance with Administrator Hatlewick. If the Grievance is not resolved, then Mr. Sandager should send a formal letter with his grievance to the Board Chair.
 2. F & M Bank Signatory Update: Motion: Continue with same signatory designation as in 2018, (Hebrink, Koenig) MSC
 3. Surplus Services: Motion: Continue with same signatory designation as previous years with the addition of Melissa Edmondson. (Koenig, Hebrink) MSC
 4. Area VI MASWCD Duties: Discuss and agree upon SWCD role in assisting with area VI with full Board and Mark Schnobirch Area VI President. Motion to accept the roles of the Renville County SWCD for the purpose of assisting the Area VI MASWCD. (Kelly, Koenig)
- V. New Business:
 1. SWCD 2019 & 2020 COL: Motion: approve personnel committees 2019 Cost of Living recommendation of 2% for 2019 to be effective 6/6/19 (Kelly, Koenig) Motion for 2% Cost of Living for 2020 effective Jan 1, 2020, for employees. (Kelly, Koenig) MSC
 2. Personnel Committee- Employee Performance: Motion: approve personnel committees' recommendation for employees' performance and Karen Wermers 2%, Mike Sandager .5%, Cody Dale 1%, Melissa Edmondson 1.5%, and Holly Hatlewick 2.5%. (Kelly, Koenig) MSC
 3. Minnesota Soil Health Coalition: Motion: to purchase supplies for the Aug 16, kickoff event with both Renviell SWCD and Coalition logos on them and formally pledge the SWCD support of the coalitions with a MOA and authorize Administrator Hatlewick to sign the MOA. (Kelly, Koenig) MSC
 4. Topics and materials for July Board meeting: The Supervisors discussed having the SWCD give a presentation and explain what they do, have a legislative update/results in funding/a flow chart that shows how funds are moved from BWSR to the County to SWCDs, and have Franklin give a presentation on their Child Care Initiative. The

Supervisors: Chair/District 2 **Kevin Kokesch**, Vice Chair/District 4 **Kathryn Kelly**, Treasurer/District 5 **Jim Hebrink**, District 1 **Mark Koenig**, District 3 **Dean Schroeder**

Staff: District Administrator **Holly Hatlewick**, Farm Bill Technician **Karen Wermers**, WCA/Water Plan Coordinator **Cody Dale**, Buffer Specialist/Agricultural Inspector **Michael Sandager**, Administrative Assistant **Melissa Edmondson**

SWCD employees are invited to attend; however, they are not required. If the SWCD employees would like to adjust their schedule to attend they can.

VI. Program Updates

1. Cost-Share Program Updates-

- a. Discussed Buffer Cost Share deadline at last meeting. We set out a press release and did a radio ad to get the word out. Hoping that it has gotten out because we have been getting more contract information in.
- b. Bid out and hoping to get constructed this year.
- c. A lot of customers have come in to sign up for the Cover Crop Cost Share.
- d. Goblisch project has been complete and all transaction closed.

2. Staff Reports

- a. Hatlewick: 1WIP Steering committee work and sub committee assignments, State Mangers Meeting in Arden Hills May 15 & 16th, Attended MN River Congress meeting May 16th, Collaborating with University of MN Extension, Hawk Creek and Yellow Medicine SWCD on a multi-day fall soil field day Sept 10, 11 & 12th, Working with Area Technical Training Team on an Area V & VI Cover Crop training Aug 27th & 28th in Lamberton, Evaluated the WE are Water, traveling educational display, no considering an application for display at this time, Completed staff annual performance reviews, Preparing 2020 Budget and county appropriation request, Lots of questions on Cover Crops and preventative plant options, this has led to 7 cost share applications for 2019 Cover Crop cost share, Working with Minnesota River Congress on Aug 16th Kickoff Event, Presented at BOLD- 6th grade Education Event "WALK" was relocated inside the school due to the wet weather.
- b. Edmondson: Made an appointment to get the Dodge windshield replaced, Updated the vehicle travel log report, Organized WALK event, Ordered fire extinguishers for vehicles and installed them, Created a well spreadsheet, Made reservations at the Franklin Community Center for the Area and Board Meetings, Called contractors on the shed project, Reported payments on Buffer Cost Share Contracts on eLink, Emailed the Area VI Meeting Minutes, Emailed the Farm Fest work schedule to District Managers, Sent out multiple press releases, Created an Administrator Performance Review survey for the supervisors, Submitted the OSA Report
- c. Dale: Disaster recovery assistance program on the Hawk Creek Streambank, Completing conservation plans, improvements and ownership changes, Seeking MN DOT approval for embankment construction in ROW, Construction bid packages, Landowner/township meeting to facilitate restoration discussions, Tree/shrub plantings, Wetland embankment re-builds, CREP field surveys, County wetland determinations, Midtown Wetland Bank draft prospectus submitted, New Limbo Creek culvert and wetland replacement application, Agricultural bank mitigation plan review, Public health meeting 5/1/19, One watershed one plan meeting 5/1/19, Land & Water Management well sealing program, MAWQCP cost-share for successful applicants
- d. Wermers: On maternity leave

- e. Sandager: Working with landowners on buffer compliance, Conducted County wide site visits for Buffer CS and corrective action notices, Validating compliance for about 50 landowners with sufficient buffers who received corrective action notices: 31 validation of compliance sent, 23 require site visits or completion of paperwork; Buffer Cost Share: 68 completed contracts paying a total of \$63,396, 18 contracts in process of payment for a total of \$9,369, delay in the County's redetermination process means they will not be able to apply for cost-share, Worked with applicators on testing requirements, Presented at WALK for BOLD students, Rental of drill, Admin of rain gauge, DNR wells, Cultural Resource Training June 4-5
- 3. NRCS Report- printed copy provided
- 4. Board Reports:
 - d. Kelly: Personnel Committee meetings
 - e. Hebrink: No report
 - f. Schroeder: Attended the 1W1P meeting
 - g. Schmidt: No report
 - h. Koenig: attended Crow River meeting, met with presented Schnobrich to plan the next Area meeting, presented the Scholarship award to the first-place precipitant.
 - i. Edmondson: Vehicle log, grant tracker, WALK, shed
 - j. Hatlewick: Doing 3-day collaborative MN soils training in Yellow Med Co, 2-day field training in Lamberton for staff, our soils/cover crop field day September 20th, BWSR grant reconciliation.
 - k. Kokesch: Personnel meetings
- VII. Other:
 - 1. Motion to give Edmondson signatory approval to process payroll for the 12th pay period. (Koenig, Hebrink) MSC
 - 2. Motion to accept Hatlewicks leave request for end of July. (Koenig, Hebrink) MSC
- VIII. Upcoming meetings and dates to remember- MASWCD Area VI Meeting July 16, Board Meeting with Legislators July 18 at 5:00 at the Franklin Community Center, MN Soil Health Coalition Kick Off Aug. 16, Cover Crop/Soil Health Field Day Sept. 20
- IX. Motion to adjourn the meeting at 9:26 am. (Koenig, Hebrink) MSC

CHAIRMAN