

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



MINUTES FROM THE February 8, 2018 REGULAR BOARD MEETING

Supervisors

Chair
District 1
Mark Koenig

Vice Chair
District 2
Kevin Kokesch

Treasurer
District 3
Terrylea Ness

District 4
Kathryn Kelly

District 5
Jim Hebrink

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 7:32 A.M. by chair, Kevin Kokesch, and opened with the pledge of allegiance.

BOARD MEMBERS PRESENT: Mark Koenig, Kevin Kokesch, Terrylea Ness, Jim Hebrink

STAFF PRESENT: Holly Hatlewick, Karen Wermers

Others Present: Commissioner John Stahl, BWSR BC Jeremy Maul

Citizens Comment Period: Dispensed, no citizens present

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

Treasurers Report: approved Jan. 2018 treasury report (**Ness, Koenig**) MSC

Other bills: Administrator Hatlewick received an invoice from Michelle Koenig for her time and mileage in becoming an LLC for a possible contract with the SWCD.

Board would like Administrator Hatlewick to contact Koenig and review the invoice items and amounts, then pay the agreed invoice amount. (**Koenig, Hebrink**) MSC

Legislative Days: Discussed who would be attending Legislative Days on March 12-13, 2018. Holly Hatlewick, Karen Wermers and Terrylea Ness will be attending, with possible additional board members.

MAWQCP: Dean Dambrotten was presented his Department of Agriculture MAWQCP sign and congratulations from the Board.

Request additional funding of \$6,000 from GBERBA to fund the MAWQCP program. (**Ness, Koenig**) MSC

Personnel Committee:

Discussed how to proceed with applicants that made the Feb. 5, 2018 application deadline for the administrative position. Conducting two interviews was discussed.

Board wants Administrator Hatlewick to use her discretion on the best course of action for screening the applicants and to do the first round of interviews with

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Wermers and Heidi Rauenhorst from Hawk Creek Watershed Project. Second round of interviews will involve the personnel committee. **(Koenig, Ness) MSC**

Supervisor Koenig will be Supervisor Ness's alternate for second round interviews, if Ness is not available. **(Ness, Hebrink) MSC**

Administrator Hatlewick relayed that the SWCD has been approached by a couple supplemental insurance companies. Board would like to keep the \$30/month stipend and stay with Colonial Life as the supplemental insurance agent.

Staff report:

Hatlewick has been working with customers on cover crop cost-share program and completing site inspections. Evaluated Admin Services and SWCD book keeping. Assisted BWSR with Watershed Coordinator interviews. Attended Commissioner Work Session Feb. 16, 2018 to discuss proposed joint wetland restoration project. Met with county to discuss AIS fund and potential project. NWF Cover Crop champion webinars and meeting in Madison, WI. E-link reporting work and year-end report work for BWSR.

Presented on the Sprinsted position assessment estimate the board requested. When the SWCD redid their handbook in 2017 they used the county pay scale that was previously reviewed by Springsted. At this time the Board does not wish to move forward with a Sprinsted assessment.

Sandager continues to work with landowners on solutions for their land for the buffer law along with developing Alternative Practices. Administering State-Cost Share policy. 25 landowners have signed contracts for a total of \$11,000. Completing a review of public ditch compliance with the updated CRP layer and 2017 imagery. Administering and participating in the monitoring program. Sent out 956 letters to landowners on buffer validations.

Wermers is assisting landowners with CRP questions and seeding advice for next spring. Continue to work on CREP applications, sending out BWSR Agreements for signature, putting cultural resource reviews together for NRCS and creating CREP estimates. Attended Annual Farm Bill Workshop Jan. 19, 2018 and BWSR Hydrology Training Feb. 1, 2018.

Dale is working on RIM enhancement projects. Working on a WASCOB project with TSA and a streambank restoration project with the County. Haying/grazing plans for landowners interested in using alternative means to manage easements. MAWQCP applications. WCA applications. Conservation Planning. E-link grant reporting.

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Board Report:

Supervisor Kokesch: Working with the city of Franklin on their well head protection plan. Would like the SWCD to look into county line billboards or permanent signs with the SWCD name and logos on it, to increase our visibility.

Supervisor Hebrink: Attended Township Annual Meeting Feb. 5, 2018

Supervisor Ness: Nothing to report.

Supervisor Koenig: Conducted interviews and assisted in the South Central Technical Service Area (TSA) selecting two technical staff. Additional TSA staff will start in March and June. Attended CROW River Watershed meeting in Feb.

NRCS Report: Kjorness is working towards EQIP contract approval for 2018. CSP payments for 2017 have been completed.

USDA Civil Rights Responsibilities for Partners: Kjorness discussed 2018 version. Each supervisor was asked to sign the document if they agreed with the USDA's terms. All signed.

Other:

DWRAP II: Approve Shelly Goblirsch, DWRAP II contract #650714 for \$80,000. (Ness, Koenig) MSC

Sexual Harassment Awareness: Board would like the staff to proceed with completing the USDA's online course for Sexual Harassment Awareness. (Koenig, Ness) MSC

Administer Hatlewick with also reach out to the County on what type of trainings they have regarding this subject.

BWSR report: Jeremy Maul, BC, reported that BWSR plans on providing additional technical trainings for SWCD staff members. Reminded the board that the Buffer Cost-Share funds need to be allocated by Feb. 27, 2018. Regarding 1W1P, RFP should be released late March.

Equipment: Administrator Hatlewick requested authorization, if necessary, to go above the authorized amount to purchase office furniture for the potential administrative assistant and for other office storage.

Approve Hatlewick's request to purchase needed furniture (Koenig, Ness) MSC

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Signage: Discussed the interest in having either a billboard or permanent sign to help advertise the SWCD. Would like the potential administrative assistant to look into different options.
(Koenig, Ness) MSC

Apparel: Staff will be allotted \$100 each in 2018 towards purchasing clothing with the SWCD logo. Supervisors will not be purchasing any clothing in 2018. (Ness, Koenig) MSC

Signatory Authority: Annual renewal of Administrator Hatlewick's signatory authority.

The Renville County SWCD Board authorizes Administrator Hatlewick to sign any and all grant related paperwork, including agreements, financial statements and financial reports. (Hebrink, Koenig) MSC

NEXT MEETING: The next regular meeting will be March 8, 2018 at 7:30 a.m. at the USDA Service Center in Olivia, MN.

ADJOURNMENT: To adjourn the Renville SWCD Meeting 9:29 a.m. (Hebrink, Koenig) MSC

SUPERVISOR