



**MINUTES FROM THE DECEMBER 13, 2018 REGULAR BOARD MEETING**

**Supervisors**

*Chair*  
*District 2*  
Kevin Kokesch

*Vice Chair*  
*District 3*  
Terrylea Ness

*Treasurer*  
*District 5*  
Jim Hebrink

*District 1*  
Mark Koenig

*District 4*  
Kathryn Kelly

**Staff**  
*District*  
*Administrator*  
Holly Hatlewick

*Farm Bill*  
*Technician*  
Karen Wermers

*WCA/Water Plan*  
*Coordinator*  
Cody Dale

*Buffer Specialist*  
Michael Sandager

*Administrative*  
*Assistant*  
Melissa  
Edmondson

Board Member Present: Jim Hebrink, Kathryn Kelly, Mark Koenig, Kevin Kokesch, Terrylea Ness

Board Members Not Present:

Staff Present: Holly Hatlewick, Melissa Edmondson

Others Present: John Stahl- County Commissioner, Dean Schroeder, Jeremy Maul- BWSR BC

- 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 Treasure's Report: Approved the meeting minutes from November 8, 2018 regular meeting, bills, and treasure's report. (Kelly, Hebrink) MSC
- IV. Old Business:
  1. Motion to approve final County Weed Inspector Contract. (Kelly, Ness) MSC
  2. Staff Grievance: Dispensed, no grievance
  3. Hatlewick updated the board that the changes have been made to the SWCD Handbook and all employees have signed the Acknowledgment Contract. Hatlewick proposed that the SWCD offer Dental Insurance to the employees through Colonial Life, and the SWCD pay 100% of employee's annual premiums, employees will be allowed to pay for additional family coverage at their own expense. Motion to offer Dental Insurance through Colonial Life and pay employees annual premiums. (Ness, Koenig) MSC
  4. Discussed 2017 Audit finding and letter from Peterson Company.
  5. SWCD will be closed Christmas Eve following the November approval to follow the County's action.
  6. Maul said that there will be a One Watershed One Plan informal policy meeting on January 9<sup>th</sup>, time to be yet determined, and the meeting may be held in Clara City at the Community Center. Hatlewick and Maul reviewed the One Watershed One Plan procedure and discussed the next steps for the Hawk Creek Watershed.
- V. New Business:
  1. Board would like a work session scheduled in February or early March. Edmondson or Hatlewick will send a Doodle to get a date set. Possible topics to be discussed were the fund balance, SWCD office



space, the MASWCD Bootcamp for supervisors, getting a school conservation activity or program started, and a staff/supervisor retreat.

2. Hatlewick informed the board that the USDA may shut down December 21, if a budget is not passed. The SWCD staff will not be able to operate at full capacity because we are on the USDA network.
3. Supervisor Ness gave a summary of the MCIT HR and Personnel Training she attended. Some of the topics that were discussed were recruiting, social media, and avoiding legal pitfalls.
4. Hatlewick said that we have been funded for the National Wildlife Federalist Cover Crop Champion Grant. We will be working with 5 farmers and doing a couple more outreach events in 2019. The grant is for outreach only and is a \$10,000 grant.

#### VI. Program Updates

##### 1. Cost Share Program Updates

- a. Motion to approve the amendment for contract 65-03-14 DRAP I. (Kelly, Koenig) MSC
- b. Hatlewick updated the board that the Buffer Committee did send out 282 letters for out of compliance landowners on systems not scheduled for redetermination, and 342 letters for out of compliance parcels on systems scheduled for redetermination.

##### 2. Staff Reports

- a. Holly Hatlewick: Attended a One Watershed One Plan Steering Team meeting Dec 5<sup>th</sup>, Completed Cover Crop site inspections and in the process of reviewing contract documentation, Safety Plan revisions and updates, Participated in Office Fire Drill, Working on Grant with U of MN, Minn-Dak, SMBSC and local growers on a Cover Crop in Beets research plots, Prepared presentation for NDSU CTC Conference in Fargo on Dec 17<sup>th</sup>-19<sup>th</sup>, Worked on staffing budget for 2019, Completed 2016 Local Capacity eLink reporting, Working on 2019 Local Capacity work plan
- b. Melissa Edmondson: Worked on financials and board meeting information, assisted with buffer calls, Completed MASWCD recognition form, Sent MASWCD our historical SWCD photos, Buffer cost share payments on eLink, Updated website, Staked CREP with Karen, Working on 2019 time sheets and billable rate sheets in excel, Attended Buffer Committee Meeting, Assisted with Buffer Notice Letter, Attended Area VI Meeting



- & took minutes, Created and sent cover crop letters to producers
- c. Michael Sandager: Completed all feedlots for 2018. Buffer cost share- 58 contracts have received or in the process of receiving \$45,526 in payments. The 58 contracts total 174.29 acres of buffers. Public ditch compliance- Review of all parcels affected by the buffer law requirements for public ditches. Updated parcel compliance for parcels affected by the county decision to re-designate compliance on scheduled redeterminations. Buffer Notification Letter- Prepared and drafted 342 letters for out of compliance parcels on systems scheduled for redetermination. Prepared and drafted 282 letters for out of compliance landowners on systems not scheduled for redetermination, DNR Well Monitoring, U of M precipitation monitoring, November 19 Buffer Committee Meeting
  - d. Karen Wermers: CRP- CRP is closed to new contracts until further notice. CPO modifications for management activities and ownership upon request by FSA. Assisting with cost-share and management questions. RIM/CREP- No new CREP batches are known at this time. Working on CREP estimates as they come in. Continue to process our existing **37** CREP easements – title work, staking boundaries, ownership changes, admin of contract information, communicating with BWSR staff and landowners. So far, **6** easements have been recorded and **3** easements are in process of getting recorded. The remaining are in the middle of title processing. Continuous updating of easement processing tracking spreadsheets.  
Meetings/Trainings- AgLearn – Intro to Water Quality, AgLearn - USDA Security Awareness training, County Staff Development-Dec. 11. When needed, assist customers with Buffer Law questions, Running RUSLE for each landowner who participated in the cover crop cost-share program
  - e. Cody Dale: Disaster Recovery Assistance Program- DNR WMA/Schottenbauer complete, not paid waiting for invoice from MN DNR. RIM/CREP- Completing conservation plans, improvements and ownership changes. Wetland Conservation Act- CD #59, Limbo Creek exemption application, County wetland determinations, 2 current wetland bank projects, Solar garden application. Walk in Access applications



3. NRCS Report-Jeff Kjorness, DC- No report provided
4. Board Reports
  - d. Ness- Attended the MCIT training and MASWCD Convention
  - e. Kelly- Attended the Buffer Committee, Area VI, Hawk Creek Meetings. Attended the MASWCD Convention and updated the board on the resolutions that were passed or failed, the award winners, and who won the MASWCD President and Vice President positions. She also brought in a Conservation Minnesota Winter 2018 pamphlet for the board to look at.
  - f. Maul- Needs the county justification from us for 2019 Local Capacity funding by January 15<sup>th</sup> 2019.
  - g. Stahl- Attended the Hawk Creek, Hawk Creek Board, and MAC Meetings. Larry Zubke contracting for county redeterminations, Rick Schmidt will be our County liaison to the SWCD Board starting in 2019.
  - h. Hebrink- Did not attend any meetings last month
  - i. Koenig- Attended the Area VI, Crow River, and Hawk Creek Meetings. Also attended the MASWCD Convention and MCIT Training.
  - j. Edmondson- Attended the MASWCD Convention- there were some very good speakers on outreach.
  - k. Hatlewick- Attended the MASWCD Convention- talked about how General Mills and Land O Lakes spoke at the meeting.
  - l. Kokesch- Attended the Area VI meeting
- VII. Other: Kelly asked that if you have had an experience with the hospital to please provide your feedback.
- VIII. Upcoming meetings and dates to remember: One Watershed One Plan meeting January 9, Board Meeting January 10.
- IX. Motion to adjourn the meeting at 9:50 A.M. (Hebrink, Koenig) MSC

---

**CHAIRMAN**