



MINUTES FROM THE January 11, 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 7:30 A.M. by chair, Mark Koenig, and opened with the pledge of allegiance.

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

STAFF PRESENT: Holly Hatlewick, Commissioner John Stahl

Citizens Comment Period: Dispensed, no citizens present

Consent Agenda: approved the minutes from Dec. 2017 regular meeting and bills to pay (**Kelly, Hebrink**) MSC

Treasurers Report: approved Dec. treasury report (**Kokesch, Ness**) MSC

Board Reorganization:

Election of Officer

Chair

- I. Nominate Board Member Kevin Kokesch (**Koenig, Kelly**) MSC
- II. Cease nominations and cast unanimous ballots for Board Member Kokesch to be elected Board Chair (**Kelly, Hebrink**) MSC

Vice Chair

- I. Nominate Board Member Terrylea Ness (**Kelly, Hebrink**) MSC
- II. Cease nominations and cast unanimous ballots for Board Member Ness to elected Board Vice Chair (**Hebrink, Koenig**) MSC

Treasurer

- I. Nominate Board Member Mark Koenig (**Kelly, Hebrink**)
Nominate Board Member Jim Hebrink (**Koenig, Kelly**)
- II. Cease nominations and approve nominees, and cast anonymous paper ballots (**Kelly, Hebrink**) MSC
- III. Ballot results, elect Hebrink as Board Treasurer

Committee Assignments: reviewed and realigned committee assignments, see attached committee assignments for details.

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Approve 2018 Committee Assignments (**Kelly, Ness**) MSC

Regular meeting Dates: Regular Board meetings will be set for the second Thursday of each month at 7:30am (**Ness, Koenig**) MSC

Designation of Depositories: Retain current policy regarding accounts receivable and enter into an F & M Bank ACH Organization Agreement for the purposes of payroll (**Hebrink, Ness**) MSC

CDS Services: Continue to use CDS services moving forward until we possibly see a need to change (**Kelly, Ness**) MSC

Cost Share Program: Administrator Hatlewick relayed the need for the SWCD to develop a Cost Share Handbook that would encompass all our current and future Cost Share Policies.

Have the staff draft a SWCD Cost Share Handbook and bring to the Board for review (**Ness, Hebrink**) MSC

SWCD Operation: Discussed office space is limited and current and future SWCD staffing needs as it relates to the current space. At this time the Board is not willing to entertain the idea of other partners and /or agencies occupying the SWCD office or using our equipment, even on a temporary basis. Administrator Hatlewick will continue to evaluate space needs and get bids and pricing for infrastructure repairs and maintenance.

Advertise using local sources for an Administrative Assistant position for 20-32 hours per week at \$14-\$18 per hour with other negotiated benefits. Application deadline will be 2/5/18 by COB. (**Ness, Hebrink**) MSC

Personnel Committee: approve Dec. personnel committee minutes (**Kelly, Koenig**) MSC

Discussed Employee Handbook and possible updating Annual and Sick leave into one Personal Time Off (PTO) designation. The Board is concerned about maintaining office coverage, staff accountability and maintaining quality of work.

The topic of PTO and other Handbook updates will be at the discretion of the personnel committee and addressed in a letter to Staff from the personnel committee (**Ness, Kelly**) MSC

WCA- Continue to operate under the 2017 WCA resolution until a change is needed or mandated (**Kelly, Hebrink**) MSC

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BWSR Grant Reconciliation: approve SWCD Local Capacity 2016 reconciliation financial report and findings. (Koenig, Hebrink) MSC

MASWCD Dues: Discussed dues and benefits of MASWCD.

Approve dues of \$3,233.44 for 2018, (Kelly, Ness) MSC

Staff report:

Hatelwick has been working with customers on cover crop cost-share program and completing site inspections. Evaluated Admin Services and SWCD book keeping. Received Soil Champion Grant for 2018 in the amount of \$9,500. Summited IDC test plots and grant application to Minnesota Soybean Growers and working with Renville County Soybean Growers on the project. Planning and presenting at Jan 8th Soil Health meeting. Elink training in Mankato. Renville County Water Task Force meeting Dec. 20, 2017. Task force approve \$10,000 for Cover Crop Cost Share and Buffer education for 2018. Completed 2016 Local Capacity reconciliation with BWSR. Working on 2017 year-end. Personnel committee meeting Dec. 21, 2017.

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. 19 landowners have signed contracts for a total of \$9,000. Completing a review of public ditch compliance with the updated CRP layer and 2017 imagery. Administering and participating in the monitoring program. Attended MASWCD Staff Development on December 19.

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 County Staff Development Dec. 7, Buffer Meeting Dec. 8 and 14, and MASWCD Staff Development Dec. 19.

Dale is working on RIM enhancement projects. Currently working with 6 landowners to reestablish native vegetation. Haying/grazing plans for landowners interested in using alternative means to manage easements. MAWQCP applications. WCA applications. Conservation Planning. E-link grant reporting.

Board Report:

Supervisor Kokesch: Attended Jan. 9th work session.

Supervisor Hebrink: Attended Jan. 9th work session.

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Supervisor Kelly: Attended the Jan. 9th work session. Dec. Personnel Committee. Serving as chair of the Southwest Sustainable Development Partnership and working on some great activities in 2018.

Supervisor Ness: attended the Jan 9th work session. Mentioned the Hector community garden project.

Supervisor Koenig: Attended TSA personnel committee meeting on Dec. 20th. The TSA is looking at potential interviews for a technical in Jan. SWCD personnel committee meeting in Dec. 2017. Attended CROW River meeting in Dec. Asked all supervisors to help promote the Area VI MASWCD Scholarship program in each of their districts.

NRCS Report: Kjorness is working on EQIP eligibility for 2018. CSP payments for 2017 have been completed.

Other:

TSA: Administrator Hatlewick relayed to the Board how helpful the Mankato TSA has been to the SWCD with training of SWCD staff and helping us to get projects installed in 2017.

County Rain Garden and Mining agreements: approve and support drafted agreements for Rain Gardens and Mining Reclamations (**Koenig, Ness**) MSC

Debit Card Policy: adopted drafted debt card policy to insert into Employee Handbook (**Kelly, Koenig**) MSC

Renville County SWCD Debit Card/Credit Policy

(To be inserted into the Employee Handbook)

Renville County SWCD Debit/Credit Card will be issued to the District Administrator

1. The daily limit is \$500 unless there is a specific need for additional amounts.
2. If an amount in excess of \$500 is necessary, the District Administrator will contact the bank to inform them of the date, the vendor(s) and the employee/supervisor signing for the purchase.
3. All receipts must be turned in to the District Administrator.
4. Employees are encouraged to use the SWCD gas cards when possible. Only when an employee is in an area with no Casey's station, are employees allowed to pay for gas with the Debit card.
5. No personal use of the card is allowed.
6. No liquor is to be paid for with the card, employees/supervisors are encouraged to have liquor purchases recorded on a separate receipt and to

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- pay for it personally.
7. Misuse of the card will result in loss of card and other action as deemed appropriate by the Personnel Committee
 8. ATM transactions are rarely authorized-for this account, and have a\$60 withdrawal limit

SWCD Board Work Sessions: Once per quarter or as needed the SWCD supervisors will meet the first Thursday of the first month of each annual calendar quarter at 5:00 pm to discuss topics as needed. The next work session will take place Thursday, April 5th 2018 at 5 pm at the Olivia Service Center.

Drill: Discussed drill use from 2017 and potential use for 2018. The SWCD will explore alternatives to increase drill usage and customer service as it relates to seeding services.

Legislative Days March 12 & 13: Board would like Administrator Hatlewick and one other employee of her discretion to attend.

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

ADJOURNMENT: To adjourn the Renville SWCD Meeting 9:33 a.m. (Kelly, Ness) MSC

SUPERVISOR