



**MINUTES FROM THE AUGUST 9, 2018 REGULAR BOARD MEETING**

**Supervisors**

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

Staff Present: Holly Hatlewick, Melissa Edmondson

Others Present: John Stahl

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

Melissa

Edmondson

Administrative

Assistant

- I. The meeting was called to order by Chairman Kokesch at 7:29 A.M.
- II. Citizen Comment Period (2 minutes per person): Dispensed, no citizens present
- III. Consent Agenda/Meeting Minutes/Bills/Treasures Report: no treasures report available, approved the minutes from July 12, 2018 regular meeting and bills to pay. (Kelly, Koenig) MSC
- IV. Old Business
  1. Staff Grievance: Dispensed, no grievances
- V. New Business
  1. Personnel:
    - a. PTO Policy: Motion made that employees can carry over 400 hours of annual PTO and the remaining annual PTO over 400 hours can be placed into an Individual Sick Bank. The Sick Bank is not to exceed 1,000 hours total. (Ness, Kelly) MSC

Motion was made that the SWCD will copy the current (7/10/18) Renville County handbook resignation and retirement severance payout policy for leave amounts for exempt and nonexempt employees. 240 hours max cash will be paid for Vacation Leave. (Kelly, Koenig) MSC  
(See Attachment)

- b. Employee Leave Request(s): Motion to grant Melissa Edmondson 40 days of leave for maternity leave subject to start the day of her delivery. (Kelly, Hebrink) MSC
      - c. Medical Insurance: Motion that the SWCD does not pay a stipend for medical insurance if the employee decides not to use the SWCD's insurance that is offered. (Hebrink, Ness) MSC
- VI. Program Updates
  1. Cost Share programs update: Construction at Shelly Goblisch's- ongoing & hopefully will be completed soon, delayed due to weather. Buffer Cost Shares- Paid out a few contracts & working on paying contracts as their info comes in. Cody is working with TSA & DRAP I and II.

**Renville Soil & Water Conservation District**  
**1008 West Lincoln, Olivia MN 56277**  
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2. Staff Reports: Looks like the employees have been busy. Continue your good work!
3. Board Reports:
  - a. Koenig: Attended the SWCD Retreat
  - b. Hebrink: Did not attend any other meetings
  - c. Commissioner Stahl: Attended the SWCD Retreat, Committee Meeting, met with 3 local legislatures on Tuesday, August 7 to give them an update.
  - d. Kelly: Attended the Suds and Soils Meeting, Buffer Committee Meeting, the SWCD Retreat, and will be attending the BWSR tour on August 21-23
  - e. Ness: Attended the SWCD Retreat, Personnel Meeting, and applied for the Department of Ag MN Water Quality Certification Program Board.
  - f. Kokesch: Attended a Personnel Meeting and the SWCD Retreat.
  - g. Hatlewick: Attended the Soils Academy, Speaking Farmer Course, Buffer Committee Meeting, SWCD Retreat. Hatlewick withdrew from the Leadership Workshop, with the support and approval of Chair Kokesch. She will be attending the Commissioners' work meeting August 31<sup>st</sup> to discuss the SWCD 2019 appropriation request and work on a cover crop press release.
- VII. Other: Hatlewick updated the Board on the Farm Bill assistant funding and lack thereof BWSR funding for 2019. Hatlewick is looking at other potential funding sources such as NFWF.
- VIII. Upcoming meetings and dates to remember:
  1. August 17: Hawk Creek Meeting at Clara City
  2. August 21-23: BWSR Tour
  3. September 13: SWCD Regular Board Meeting at Olivia.
- IX. Motion to adjourn the meeting at 8:58 A.M. (Hebrink, Kelly) MSC

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**SUPERVISOR**

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**Attachment**

<b>PERA Retirement-Eligible Voluntary Termination Severance:</b> Employees leaving employment who meet the age and service requirements necessary to be eligible for early or full PERA (Public Employees Retirement Association) retirement benefits shall have their available severance deposited to the employee's Health Care Savings Plan through the Minnesota State Retirement System, to the extent permitted by applicable law.	
<b>Leave Type</b>	<b>% of Each Leave Type Included in the Computation of Severance</b>
Sick Leave	50% of available time up to 120 days (480 hours max) deposited to the employee's HCSP
Vacation Leave	Exempt, supervisory employees in Grades 11-19 will have 50% of their available vacation (up to the 240 hours max) deposited into their HCSP

<b>Voluntary Termination:</b> Employees leaving employment who do not meet the age and service requirements necessary to be eligible for early or full PERA (Public Employees Retirement Association) retirement benefits shall have their severance paid with their last pay check.		
<b>Continuous Years of Service</b>	<b>Leave Type</b>	<b>% of Each Leave Type Included in the Computation of Severance</b>
15 or more years	Sick Leave	50% of available time up to 120 days (480 hours max) paid in cash
4 or more years	Sick Leave	25% of available time up to 100 days (200 hours max) paid in cash