Oct 14, 2016 Board meeting

Present: Mark Koenig, Terrylea Ness, Kevin Kokesch, Kathryn Kelly, John Stahl, Ben Trochlil, Karen Wermers, Mike Sandager, Holly Hatlewick, Cody Dale

Call to order 7:30 am, pledge of allegiance

No citizens present

Consent Agenda - Approve Sept. 8, 2016, Regular meeting minutes and bills for payment - **MSC** (Kelly, Terrylea)

Treasury Report - Hatlewick presented treasury report for August and September 2016.

Motion to approve treasury reports – **MSC** (Kelly, Ness)

Staff Reports:

* Holly Hatlewick: She attended the cover crop field day September 23th, the MN River Master Plan meeting on September 27th, the Commissioners Work Session for Wetland Banking credits on October 4th, the Human Resource seminar in St. Cloud, and toolkit training on Oct 5th and 6th,. She completed an amendment to the 2016 local capacity grant, secured partners for the rainfall simulator and will order a unit, and worked with CDS accounting to organize grants and develop a tracking system. For programs, Holly performed CP23A field reviews for eligibility, answered walk-in CRP and general buffer questions, signed up the county allotment for the cover crop cost-share, reviewed and determined eligibility for the 2013 Ag Waste Grant, and worked with customer and engineers on design plans for DRAP I & II. Effective 10/13/16 her work schedule will be 7:30-4pm.
* Ben Trochlil: He reported that the Curt Sampson RIM/WRP restoration work has begun, but moisture is limiting work. However, he has staked a majority of the work to be completed. Ben is expecting an agreement for the Ed Gaasch RIM easement. He also is preparing for CREP III by maintaining and updating a target list. Ben also has been assisting landowners with minor issues on their RIM easements. Additionally, he is working on the Working Lands Pilot Project Draft proposal through Great River Greening. Only a handful of feed lot inspections are left, and appointment letters have been sent out. He attended the Hawk Creek Appreciation Picnic September 9th, the River Valley Rec Workshop- Olivia September 27th, and the River Valley Rec Workshop- Redwood Falls September 28th.
* Karen Wermers: She reported on CRP contracts. From July-September about 100 new contracts were signed up, 101 contracts were renewed, and 12 contracts are waiting for approval. Karen has continued to work on CRP contracts and answering questions regarding CRP and the buffer law. She is catching up on Conservation Plan modifications for FSA such as ownership and acre changes along with tract splits. Karen also gave a CRP update and stated that currently no acres are available. According to FSA guidance, landowners will have the option of either waiting for a batch period or committing to an Oct. 1, 2017 start date. She is expecting more clarification. In preparation of the new RIM/CREP signup Karen has compiled a list of interested people. This includes 85 new projects and 33 rejected projects from the last RIM buffer. She received and sent BWSR the recorded final easement document and the final title policy for Larry Baumgardt and is waiting for payment confirmation. BWSR is still working on Ed Gaasch’s Easement Agreement. She is still answering landowner’s questions about the buffer law while utilizing DNR’s official buffer maps. Karen attended Toolkit training October 5-6, 2016, Leadership Webinar – October 20, and 2016 BWSR Academy October 24-26, 2016.
* Cody Dale: He informed the board on the following wetland conservation work: completion of the boundary/type wetland delineation for the proposed OHV Park in the Minnesota River bottom that has a comment period ending October 24, the Buffalo Lake Rod and Gun Club wetland determination request, and wetland delineation requests for mining operations. Cody also shared his state cost-share work with the board: he is working on a WASCOB for Ed Gaasch, a WASCOB for Dean Dambroten, and a waterway for the HCMC Community Garden. Also, multiple landowners who are sealing wells have signed up for the LWM well sealing program. He attended the following meetings: toolkit training in Marshall October 5-6, comprehensive nutrient management planning training November 10, and meeting with landowners Reynolds and Dolezal for future state cost-share projects. Cody also reported on the Disaster Recovery Assistance Program: he is continuing to work with engineers and landowners to get project designs, he surveyed the Morton retention pond with Area II, is working with adjacent landowner to obtain land for emergency spillway, and is working with Cory Netland from the DNR to move forward with new drop structure on the Beaver Falls WMA. He also asked the board to approve engineer estimates for George Schottenbauer, Beaver Falls WMA, and Dan Wertish.

**MSC** (Kokesch, Kelly)to approve the following engineer estimates: 100 percent cost-share of George Schottenbauer’s project for a total of $15,014, 100 percent cost-share of the Beaver Falls WMA with George Schottenbauer as a fiscal agent for a total of $57,000, and 100 percent cost-share of Dan Wertish’s project for a total of $43,915.

* Michael Sandager: He reported on his outreach and education: he wrote board press releases for the upcoming election, several articles for the county newsletter about the field day and the buffer law, administering and participating in the precipitation monitoring program, and updating the SWCDs social media and website. For CRP, Mike helped finalize CRP contracts (see Karen’s report for numbers), conducted CP23A field visits to determine eligibility, completed CRP quotes for 15 landowners from Sept. 8 – Oct. 13, and answered questions about CRP and the buffer law. He also has been spending more time with customers due to Emily being out of the office. He attended the buffer design and symposium September 16, the cover crop field day September 23, and toolkit training October 5-6.

NRCS Report-Jeff Kjorness, District Conservationist:

* EQIP: Now that the crops are off construction on two projects has commenced and work continues with two other ag waste projects. One is nearly finished while the other is struggling with wet conditions. Planning work continues for the 2017 applicants.
* CSP: He completed the Quality Assurance Review on 2017 Renewals with Area Office with minimal corrections. After corrections have been made obligation of contracts will proceed. He currently is working on contract modifications for loss of land and is preparing for payments.
* MISC: Jeff attended the cover crop field day that was hosted by the Renville SWCD. He stated that Holly and Renville SWCD staff did an outstanding job organizing and presenting during the field day.
* The contract with Altima services was not renewed and a new employment company, PiCo was selected. Due to an appeal by another employment agency, Emily’s administrative assistant position has been put on hold until a review of the selection process has been completed.

Board Reports:

* Kevin Kokesch: He was supportive of the diversion project completed by Cody and Ryan, participated in the SWCD shed clean-up, and expressed the need for continuity with staff.
* John Stahl: Did not have anything to report.
* Kathryn Kelly: She enjoyed the county tour, attended the Hawk Creek event, went to the cover crop field day and was impressed by the event and rainfall simulator, and attended the HR workshop in St. Cloud.
* Terrylea Ness: She attended the wellhead meeting in Bird Island, the river valley meeting, and will have a webinar for leadership next week.
* Mark Koenig: He attended the Minnesota River Symposium, Minnesota River initiative, the HR workshop in St. Cloud, the Crow River meeting, the wellhead meeting in Bird Island, and participated in the SWCD shed clean-up. He also accepted an ex-officio board member position with the Tatanka Bluffs Executive Board.

Per bank and accountant recommendations the SWCD has switched from debit cards to one office credit card. **MSC** (Kokesch, Kelly) that the district manager has an office card, that the card policy be changed, reimbursement of work related expenses requires submittal of receipts, and that all debit cards be destroyed.

Manager Hatlewick presented the board with logo options. **MSC** (Kelly, Kokesch)to select the logo below with any necessary adaptations and move forward with purchasing clothing, signage, and decals containing the logo.



**MSC** (Kelly, Kokesch) to give all staff and board members a budget of $100 dollars for clothing including logo.

Personnel Committee - September meeting minutes previously emailed.

New insurance policy requires an adjustment to meet Manager Hatlewick’s employee agreement. **MSC** (Kelly, Ness) for the board to follow through on employee agreement, it is expected to cost $200 to $300 per month until the agreement is fulfilled.

Staff have expressed interest in the Ecological Restoration Online Course. The class has two courses that each cost $375, for a total of $750. **MSC** (Kokesch, Kelly) that Karen enrolls in the course. Additional enrollment will be considered based on her experience.

Resolutions: board member ballets for the MACDE resolutions must be mailed by October 26th, 2016.

2013 Ag Waste Grant, Joy Clobes’ Ag Waste Project:

* **MSC** (Kelly, Kokesch) to renew current cost-share contract, forgo $1,600.00 of BWSR’s administrative funds, contact County Commissioner Bob Fox, and request an extension for the 2013 Livestock Waste Management Grant ID-C13-1156 through June 30th, 2017.
* The Renville SWCD and NRCS encumbered state and federal funds to design and implement waste management systems on Joy’s feedlot. This will give Joy an opportunity to complete her Ag Waste Project.
* A meeting was held between Joy, Renville SWCD staff and NRCS staff on 10/7/16, where it was communicated that no additional extensions would be given beyond June 30th, 2017.

**MSC** (Kelly, Koenig) to purchase gravel for the SWCD and to send a thank you letter for the equipment provided by Renville County.

Equipment Needs & Update

* **MSC** (Ness, Koenig) to purchase 4 sit-stand desks at a discount price for all members of the staff.
* The SWCD is interested in purchasing a seed drill. The cost is around $40,000 with $20,000 expected to be paid with local capacity funding. Manager Hatlewick will explore partnership of ownership.

Upcoming Dates to Remember

* BWSR Academy Oct 24th-26th, all staff will be attending.
* Leadership Webinar Oct 20th
* MASWCD Annual Convention will be held December 4th, 5th, and 6th. Board and staff will need to book rooms before November, 15.

Other

* **MSC** (Kelly, Ness) to pay $501 in national dues prior to convention.
* Hawk Creek was nominated as the institutional outstanding conservationist. No individual was nominated.
* **MSC** (Koenig, Ness) to have Mark Koenig, Kathryn Kelly, Holly Hatlewick, Mike Sandager, and Cody Dale attend the MASWCD Annual Convention. Board will be attending all of the meals while they are present. Cody and Mike will attend the conservation luncheon.

**MSC** (Kelly, Kokesch) to Adjourn 10:00.

Next Regular Meeting - Nov 10, 2016

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_