

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



Renville County SWCD Board of Supervisors Meeting

April 9, 2021 8:00 am

Renville County Office Building

105 5th St, Olivia, MN 56277, Room 313 and virtually with GoToMeeting (see page two for virtual instructions)

Social distance and other in person CDC recommendation apply during this meeting.

AGENDA

- I. Call to Order
- II. Citizen Comment Period (2 minutes per person)
- III. Consent Agenda, March 2021 Meeting Minutes, Bills, and Treasurer's Report
- IV. Old Business:
 1. Operational items/Staff concerns
- V. New Business:
 1. SWCD IT policy
- VI. Personnel Committee
 1. Hatlewick PTO request(s)
- VII. Program Updates- All staff join the meeting 8:30am
 1. Local Workgroup results – Richter
 2. Cost Share Programs
 - a. Easement 65-02-93-02, Hatlewick
 3. Staff Reports
 - a. CROW 1W1P update-Richter
 4. NRCS Report- Jeff Kjorness, DC
 5. Board Reports
- VIII. Other
 1. Discussion item- wind erosion on early harvested crops
- IX. Upcoming meetings and dates to remember
- X. Motion to adjourn

Dates to Remember

Next regular Board Meeting May 13, 2021, 7:30am at 1008 W. Lincoln Ave, Olivia, MN

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Virtual meeting instructions

Renville SWCD is inviting you to a scheduled Zoom meeting.

Topic: SWCD Board Meeting

Time: Apr 9, 2021 08:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88198839142?pwd=T0N3TDFZeTJzYzh6V2V1VFBwMmppZz09>

Meeting ID: 881 9883 9142

Passcode: 191021

One tap mobile

+16465588656,,88198839142#,,,,*191021# US (New York)

+13017158592,,88198839142#,,,,*191021# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 881 9883 9142

Passcode: 191021

Find your local number: <https://us02web.zoom.us/j/88198839142?pwd=T0N3TDFZeTJzYzh6V2V1VFBwMmppZz09>



Renville County SWCD Board of Supervisors Meeting

March 11, 2021 8:00 am

Renville County Office Building

105 5th St, Olivia, MN 56277, Room 313 and virtually with GoToMeeting (see page two for virtual instructions)

Social distance and other in person CDC recommendation apply during this meeting.

Virtual, David Hamre, Richard Jepson, Mark Koenig

In the room- Kelly, Kokesch, Schroeder

Minutes

- I. Call to Order 8:00am
- II. Citizen Comment Period (2 minutes per person)
- III. Consent Agenda, Feb 2021 Meeting Minutes, Bills, and Treasurer's Report, Kelly, Kokesch
- IV. Old Business:
 1. Operational items/Staff concerns
 2. South Fork CROW 1w1p, RFP Move to support applying for the next round of planning funding when the RFP opens, **Kelly, Koenig (MSC)**
 3. SWCD Lease, Kokesch reminded attendees the Board is driving this not staff, we need a mud room, need to look at the space more. Like option one, Tabled discussion till Administrator Hatlewick can gather more info.
- V. New Business:
 1. 2021 MASWCD Legislative Days March 18, 2021 10:00am-12pm, discussed the Boards schedule and their plans to attend.
 - a. Would like to show how much money we have leveraged from other sources into Renville County, large and small projects soil health and cover crops benefit on the landscape, living snow fence, collaboration now and historically, 1w1p. We will add to our handout
 2. April Board meeting date, move to April 9th 8:00am, in room 313 **Kelly, Koenig (MSC)**
- VI. Personnel Committee
 1. Kyle Richter – probation period, Richard extend full employment benefits and increased employment wage based on Personnel Committee recommendations (**Jepson, Kelly) MSC**
 2. Retroactively acceptance of Conservation Assistant resignation, wait and look at refilling late this year, **Kelly, Koenig (MSC)**.
- VII. Program Updates- All staff join the meeting 8:45am
 1. Cost Share Programs, Jahnke Grassed WaterWay est. \$18,000.00, Kahout? Grassed Water Way est. \$1,800.00 est. SWCD would cost share 50%.
 2. Staff Reports, Dahl presented to the Board.



Dahl, cont.

Buffer Law

- Nutrient Cycling webinar training
- Agricultural Drainage training webinar

Agricultural Inspector

- New County Ag Inspector online training modules
- District 4 County Ag Inspector Meeting
- County Ag Inspector Directed Training provided by the MDA for all new inspectors

MAWQCP

- Signed application with Jeffrey Lingl
- Signed application with Thomas Lorang
- Application mailed out to Dean Schroeder

Other

- Instagram created, gaining popularity with 50 followers as of 3/1/2021
- Major overhaul for the website
- MN Soil Health Coalition training on small grains and herbicide timing
- Video filming, recording, and video edits and uploads to our YouTube channel: Soiled Undies and began works on the Legislature video

Hatlewick

1W1P

- Working on plan Goals, implementation schedule, plan narrative
- Preparing for 3/3/21 Policy Meeting, that Renville SWCD Hosted, with Kyle facilitating

Other

- Working with Dan Brauer on shed roof timeline and permits, possible start in March
- Worked on SWCD Hawk Creek Watershed newsletter, to be released early March
- MARL, several Peer Circle virtual meetings, and Regional Team meetings. Prepped for a highbred regional meeting in March. Due, to the virtual format, we are looking at a schedule change and adding dates for summer of 2021 and winter of 2022.
- Meeting with Limbo Creek petitioners, Renville County and DNR, discussions continue
- Preparing for local workgroup meeting, completed staff assessment of conservation goals for the future and for March 15th meeting discussion.
- Working with customer with on 2021 cover crop cost share program

Richter

CREP:

- '20 CRP1 are still a work in progress. FSA being in and out is not helping
- '19 CREP easements, 3 left to be recorded. 1 is are the attorneys waiting for a final title policy, 2 extensions have been requested. They should be in the home stretch in the next month
- '21 CREP signup is from April 12-April 30. Only 26 million dollars are available for payments in the 54 CREP eligible counties. Predominantly looking for CP2 WHPA



practices, and CP21 (Buffers) practices. Have Webinar March 15 to learn more about the sign up.

WCA:

- Wetland Road Bank RFP started on Feb. 22 and goes until April 7
- Have had meetings with a handful of landowners on this and put out a press release and information on the radio. Planning to have at least 5 applications.

NWF:

- Grant opportunity

1W1P:

- Holly and I completed thorough review of implementation document
- South Fork of Crow 1W1P update- Planning to be more involved in this going forward- Started meeting again in February
- State Cost Share:
- Starting to get designs from TSA on projects we surveyed last fall
- Planning to survey more sites once the snows off

Training:

- Working on courses for Conservation Planning Certificate through AgLearn and MNC3

Other:

- Newsletter going out next week

Survey is due on the April 5 and we will be launching Coffee and Conservation Livestream on April

3. NRCS Report- Jeff Kjorness, DC, see attached
4. Board Reports
 - a. Kelly, online training March 9th, 10th & 11th Midwest Soil health Submit , Sarah Keough presented . U of MN rain garden presentations. BWSR Board meeting discussions around 1w1p, keep it moving.
 - b. Koenig, nothing to report
 - c. Schroeder, 1w1p meeting, the plan is progressing, but we need to keep it moving.
 - d. Kokesch, nothing to report
 - e. Jepson, nothing to report, but did share some details on southern pine management with the use of fire.
 - f. Commissioner Hamre, said he was still observing and agreed we need to keep moving forward with 1W1P.

VIII. Other

1. Summer intern, motion to grant the SWCD Administrator the authority to decide if we need one advertise and hire an intern if necessary, at her discretion. Jepson, **(Jepson, Koenig) MSC**
2. Amberg CREP 65-05-19-01 Petition, funded CREP app, wetland restoration that will impact county tile, reviewed plan. **Kelly, Koenig (MSC)**
3. Hawk Middle MN 1W1P JPC vs. JPE , Kyle presented, Board consensus was they are leaning toward a JPE at this time.

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4. MSRS- Koenig, amended his motion from Jan. 2021, to clarify the enrollment in MSRS Deferred Compensation Plan eligible timeline, employees are eligible to enroll after a satisfactory probationer period (**Koenig, Kokesch**) MSC
- IX. Upcoming meetings and dates to remember
1. Local Work Group meeting March 15th
- X. Motion to adjourn, 9:55am Kokesch, Kelly (MSC)

Virtual meeting instructions

Renville SWCD March Board Meeting
Thu, Mar 11, 2021 8:00 AM - 11:00 AM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/391782765>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212
- One-touch: <tel:+18722403212,,391782765#>

Access Code: 391-782-765



<http://www.renvilleswcd.com>

APPROPRIATE USE OF TECHNOLOGY POLICY

PURPOSE

- To clarify Renville County SWCD's policy regarding use of information technology and communication devices
- To reduce potential liability
- To avoid security threats by promoting awareness and good practice
- To safeguard and maintain strict confidentiality of private and confidential data
- To ensure the integrity of data
- To encourage effective and positive use of the SWCD's technology resources

SCOPE

The technology resources that the SWCD provides its employees include, but are not limited to, personal computers, laptops, scanners, networked servers, wireless networks, electronic mail, voice mail, telephones and mobile devices. The technology resources, software, peripherals, and the information conveyed through them are the property of the SWCD. This Appropriate Use Policy governs access to and use of these systems.

INDIVIDUALS WHO ARE SUBJECT TO THIS POLICY

This policy applies to all users of the SWCD's electronic communications systems and technology resources. Such individuals may include, but are not limited to, elected and appointed officials, employees, agents, independent contractors, interns, and volunteers. By using any of the SWCD's technology resources, users agree to be bound by the terms and conditions of this policy. Each individual user is responsible for complying with this policy.

Every user of any SWCD technology resource will receive a copy of this policy and must sign the user agreement in order to be provided ongoing access. The original copy of the signed agreement will be kept on file in the Administration Office.

NO PRIVACY

The SWCD is the sole and exclusive owner of the technology resource it

provides and all data created or stored on the technology resource. Users shall have no expectation of privacy related to such use. The SWCD reserves the right to use any means available to access, inspect, review, and monitor its technology resources and data including, but not limited to, computer files, e-mail, voice mail and internet access information. The SWCD reserves the right to override any passwords and access codes that are on any of its technology systems, and the right to track and recover any data despite any attempt by a user to delete such data. Employees are advised that most data can be tracked and recovered.

SECURITY AWARENESS

Passwords:

All users are required to take reasonable precautions to protect their passwords. Users may not share passwords. A user may not access a SWCD computer using another person's username and password unless prior permission was received from the individual department head or supervisor. Absent prior permission from a department head or supervisor, no user may knowingly permit another individual to use their password to log onto or use any SWCD technology resource.

Disclosure of Information:

Users shall only disclose SWCD data in accordance with applicable laws (e.g., MN Government Data Practices Act) and SWCD and department policies and procedures. Users shall not discuss private or confidential information in public areas, nor share it with SWCD staff who have no business purpose for being told.

Logout Unattended Sessions:

All Users shall "Lock" their device if they are going to leave the system unattended, including breaks and meetings. In Windows, users can hit the "WINDOWS" Key and "L" at same time to lock their PC.

Alert Use:

Users will be alert about their use of any technology resources and take care that unauthorized individuals cannot read or modify data through a valid system login or session. Users shall retrieve any printed material in a timely manner to ensure that it is not available for unauthorized use, and shall not make extra copies of any data beyond what is required to perform official duties. Printers shall be located in an area of the office that does not compromise the data generated by them.

SYSTEM INTEGRITY

Installation of Software:

Users may not install any software on a SWCD technology resource

without prior approval from the SWCD Administrator. The SWCD reserves the right to remove unauthorized software at any time and without prior notice.

ELECTRONIC MAIL (E-mail)

All e-mail messages and attachments that are sent, received, or accessed by means of any SWCD technology resource are SWCD property and are subject to federal and state laws, such as the Minnesota Government Data Practices Act, which govern the collection, creation, storage, maintenance, dissemination, and access to data created or maintained by the SWCD. All employees must exercise care in addressing messages to ensure that they are sent to the proper addressee.

The SWCD's e-mail system is intended to be a temporary medium for the transmission of data. All government data that is required to be maintained pursuant to law shall be maintained separate from the SWCD's e-mail system. All users must transfer all such data to a different medium (e.g., the network server or ApplicationXtender).

INTERNET ACCESS:

Access to and use of the internet through any SWCD technology resource is subject to the terms and conditions of this policy. Use of the internet by SWCD employees is permitted and encouraged where such use is suitable for business purposes and supports the goals and objectives of Renville SWCD and its business units. Internet use should be consistent with Renville SWCD's standards of business and as part of the normal execution of an employee's job responsibilities.

INAPPROPRIATE USE OF THE SWCD'S TECHNOLOGY RESOURCES

Inappropriate use is defined as, but not limited to, the following:

1. Threatening or Fraudulent Messages

No person may use any technology resource to intentionally threaten or offend another person or to send a fraudulent message.

2. Harassment and Discrimination

No person may use any technology resource to harass or discriminate against another person on the basis of race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, disability, sexual orientation, or age.

SWCD technology resources may not be used to transmit, display, or distribute information on hate groups. All SWCD policies on harassment and discrimination apply to conduct performed using any SWCD technology resource.

3. Pornographic, Obscene, Vulgar, Lewd, and Sexually Explicit Material

No person may use any technology resource to access, upload, download, store, transmit, display, or distribute pornographic, obscene, vulgar, lewd, or sexually explicit language or material. The sole exception to this rule is when such materials are directly related to the job duties of an employee (e.g., Sheriff's Office staff investigating a criminal case).

Employees are prohibited from sending obscene, vulgar, lewd, and sexually explicit material through the SWCD's e-mail system, unless they have a legitimate business-related purpose for doing so. Employees receiving such mail that do not have a valid business-related purpose for receiving it must direct the sender, if known, that it is against SWCD policies to receive this type of mail.

4. Harm to Reputation

No person may use any SWCD technology resource to defame another, engage in conduct unbecoming, or harm the reputation of the SWCD.

5. Disruption

No person may use any SWCD technology resource in a manner that damages, disrupts, or interferes with any SWCD operation, service, equipment, or the job performance of an employee.

6. Vandalism

No person may use any SWCD technology resource to directly or indirectly vandalize, damage, or disable the personal, real, or intellectual property of another person or organization, or to make unauthorized modifications to the property or digital files of another (including information owned by the SWCD). By way of example, this rule prohibits "hacking" into a SWCD technology resource or another employee's files, as well as the propagation of computer malware and viruses.

7. Unauthorized Interception or Access

No employee may intercept or access another employee's materials, or electronic information, or files (including e-mail) without the prior permission of that person. The exception to this rule is that SWCD management may request to override passwords and may access, inspect, and monitor any technology resource or data.

8. Copyright Infringement

No person may use any SWCD technology resource to violate any copyright law or otherwise use the intellectual property of another person or entity without proper authorization. The unauthorized duplication of computer software, exchanging of pirated or otherwise unlawful software is prohibited.

9. Commercial Use and Private Causes

No person may use any SWCD technology resource for private commercial use, for personal financial gain, to promote any private cause, including but not limited to political or religious causes, or to enter into any contractual relationship; a possible exception to this is benefits or fundraisers that directly benefit the health and wellbeing of the Renville SWCD community (e.g., Relay for Life). Similarly, no person may use any technology resource in a manner that could result in any expense, financial loss, or obligation for the SWCD. The SWCD shall not be liable for any unauthorized financial obligation incurred by inappropriate use of its technology resources in violation of this rule.

10. Gambling

No person may use any SWCD technology resource to gamble or engage in a game of chance for money or other valuable consideration.

11. Disguising Identity

No person may disguise or attempt to disguise their identity while using any SWCD technology resource, unless there is a legitimate business-related purpose for doing so.

12. Violating the Law

No person may use any SWCD technology resource in a manner

that violates any local, state, or federal law or engage in any type of illegal activities.

PERSONAL USE OF TECHNOLOGY BY EMPLOYEES

Limited Personal Use Permitted:

The SWCD's technology resources are provided to support SWCD business and, accordingly, are intended to be used primarily for business related purposes. Unless prohibited by the applicable department head, employees may engage in **incidental and occasional personal use** of the SWCD's technology resources. Individual department heads may determine when an employee's personal use becomes excessive or otherwise violates this policy. All personal use must be limited such that it:

- is done on the employee's personal time, and not on SWCD time
- does not interfere with SWCD business or the use of its technology resources
- does not interfere with the employee's job performance or activities
- is not for personal financial gain or other promotional activities
- is not for political or religious purposes that could suggest endorsement by the SWCD
- does not damage any of the SWCD's technology resources
- does not result in the excessive consumption of SWCD resources
- does not result in any expense, financial loss, or obligation for the SWCD
- does not violate any rule set forth in this policy
- does not violate any federal, state, or local law
- does not violate any other policy of the SWCD

Note: Minimal personal use of the SWCD technology resources, including internet and e-mail, is a privilege for the employee only. No other family members or children of the employee may use the SWCD technology resources, e-mail, or internet for personal use.

No Expectation of Privacy:

Employees who use any SWCD technology resource for personal use have no expectation of privacy with any information that is stored, processed, or transferred by any of the SWCD's technology resources, including but not limited to e-mail and information accessed on the internet. As with any other data stored on the SWCD's technology resources, data created from an employee's personal use is subject to periodic inspection and monitoring. **By engaging in personal use of any SWCD technology resource, employees consent to such inspection and monitoring.**

CONSEQUENCES FOR VIOLATION OF THIS POLICY

SWCD Management will review alleged violations of this policy on a case-by-

case basis. Any employee's failure to comply with any part of this policy may result in disciplinary action up to and including termination of employment with the SWCD. In addition to any penalty or discipline imposed, any employee's failure to comply with this policy may result in loss of the privilege to continue using the SWCD's technology resources and, if the violation is criminal in nature, referral to law enforcement.

QUESTIONS REGARDING THIS POLICY

Users who have questions about this policy should address them with their department head or supervisor. If the supervisor is uncertain about the answer to the employee's questions, they will consult with SWCD Administration.

Until an answer is determined, questionable use should be considered inappropriate. Implementation and interpretation of this policy will be the responsibility of SWCD Administration in consultation with Information Technology.

RENVILLE COUNTY SWCD APPROPRIATE USE OF TECHNOLOGY POLICY

USER AGREEMENT SIGNATURE

I have received a copy of the Renville SWCD “Appropriate Use of Technology Policy” and agree to abide by the terms and conditions of this policy. I understand the consequences for failing to do so.

I further understand that my use of all technology resources may be monitored at any time by Renville SWCD without further notice. I hereby consent to such monitoring and the release of the records of my computer, phone, internet, and email transactions to all appropriate authorities including Renville SWCD officials and law enforcement.

_____ **User Signature**

_____ **Date**

Printed Name of User: _____

Renville County SWCD Staff Reports

April 2021

Holly Hatlewick

1W1P

- Working on plan Goals, implementation schedule, plan narrative
- Preparing screen tool

Other

- MARL, several Peer Circle virtual meetings. Due, to the virtual format, we are looking at a schedule change and adding dates for summer of 2021 and winter of 2022. Meeting on April 8th, all day virtual.
- Started planning fall Soil Health workshop with SWCD & Hawk staff
- Meeting with MPC on starting the WRAPS process for the CROW watershed
- MASWCD legislative briefing March 18th, and virtual appointments with local legislature
- Working with RIM landowner 65-02-93-02, on boundary concerns
- Held Local Work Group meeting with staff on March 15th, seven attendees in the room and 14 virtually, lot of good discussion
- Franklin erosion site visit with Board Member Kokesch , Kyle and Franklin City Council member

Ethan Dahl

Buffer Law

- Going through our Buffer Law folders and updating our cost share files
- Reorganizing our Buffer folders in the cabinets
- Loren Butenhoff agreed to a spring seeding
- County mailed out 5 APO's on 3/29/21 with a planting deadline of May 15th

Agricultural Inspector

- Proctoring Pesticide Applicator Testing over at the county.
- Harold Groen weed/vine inspection. Had red elderberry and wild grapevines chocking his trees
- Invasive Organisms in Trade Training Webinar
- Township meetings with Flora and Beaver Falls on our wild parsnip grant

MAWQCP

- Signed application with Richard Jepson
- Application mailed to Joe Serbus
- Herman and planning on doing field inspections soon

Other

- Legislative Meeting
- Locally Led Conservation Meeting
- National Cover Crop Summit Spring Training
- Video filming, recording, and video edits for the Legislative video and the Walk in Access video

Kyle Richter

CREP:

- '20 CREP is finally moving again. Had 5 easement agreements signed this month.
- '19 CREP easements, 3 left to be recorded. 1 is at the attorneys waiting for a final title policy, 2 extensions have been requested. They should be in the home stretch in the next month
- '21 CREP signup is from April 12-April 30. More Money is available then expected. Have a for sure 6 landowners submitting an application, with 6 or so still thinking about it.

WCA:

- Wetland Road Bank RFP closed on April 7. We had 3 applicants. Will find out if they will move on to the next step in May
- Submitted 2 NOA to the TEP and reviewed one mining reclamation

NFWF:

- Submitted a funding request for \$280,000 to increase technical assistance for water quality initiatives

1W1P:

- Holly and I completed thorough review of implementation document
- South Fork of Crow 1W1P update- Met with McCleod SWCD to go over the planning process- We sent emails to the city Hector and Buffalo Lake to inform them and ask them how involved they want to be

State Cost Share:

- Spent a day at Kevin's and spent time working with Holly thinking of what we can do to help him out
- Planning to survey 2 sites this April

Training:

- Working on courses for Conservation Planning Certificate through AgLearn and MNC3

Other:

- Signed up for a In person training up in Bemidji for critical area plantings and riparian stabilization
- Newsletter survey was a success. Had a lot of participation. Coffee and Conservation was a success