

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
January 25, 2019**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on January 25, 2018. The meeting was called to order by Chairman Cody Duroe at 8:36 a.m.

Members Present: Vice Chairman, Clark Lingbeek
Secretary, Daryl Tasler
Treasurer, Tom Muller
PR&I, Jeremy Nerem

Others Present: District Administrator, Kay Gross
District Technician, Dave Bucklin
District Administrative Program Assistant – Kari Clouse
County Commissioner, Tom Appel

Absent: Chairman, Cody Duroe

AGENDA: Motion by Muller, second by Nerem to approve the agenda as presented.

Affirmative: Lingbeek, Tasler, Muller and Nerem.

Opposed: None.

Motion carried.

CONSENT AGENDA: Motion by Nerem, second by Muller to approve the consent agenda including the 2019 Board Positions, Committees, Banking Institutions, Mileage Rate and Official Newspaper, Copies, Health and Life Insurance and District Payables as presented.

Affirmative: Lingbeek, Tasler, Muller and Nerem.

Opposed: None.

Motion carried.

Clark Lingbeek took over as Chair.

MINUTES: Motion by Muller, second by Nerem to approve the December 20, 2018 Board Meeting minutes.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

FINANCIAL REPORT: Motion by Muller, second by Nerem to receive the January 2018 Financial Report and subject to audit.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Muller, second by Tasler to approve paying the accounts payable as written on the January 2019 Financial Report totaling \$33,792.48.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

WELLS FARGO SECURITIES – PLEDGE RECEIPT – SIGNATURE

Motion by Nerem, second Tasler by to approve signing the Pledge Receipt from Wells Fargo Securities for \$54,000.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

RCRCA: Lingbeek

GBERBA: Lingbeek, Bucklin and Gross

GBERBA CONTRACT FOR SERVICES – Administrative and Technical Coordinators

Motion by Nerem, second by Muller to approve the signing of the Contract for Services with GBERBA Administrative and Technical Coordinators totaling \$52,008.00.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

INTRODUCTION – Lee Tapper, MN Conservation Corp and MAWQCP Intern
2W2P – Lingbeek, Appel

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

Motion by Nerem, second by Muller, to approve the Southwest Prairie Vouchers and Monthly Financials for December/January and Administrative Report.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

Motion by Muller, second by Nerem to approve authorization for the Southwest Prairie TSA Administrative Coordinator to sign all BWSR Final Financial Reports on behalf of the Host District (Cottonwood SWCD) each year starting January 25, 2019.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

MASWCD: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel.

ADMINISTRATOR REPORT: Kay Gross

STATE COST-SHARE CONTRACT APPROVAL

Paul Evers	SBuffer18-02	Selma 17	Grass Waterway	Cost \$23,200.00	C-S \$17,376.67
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Motion by Muller, second by Nerem to approve the State Cost-Share contract approval for Evers (\$17,376.67).

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

NRBG – WELL SEALING COST-SHARE CONTRACT APPROVAL

Alfred Eigenberg	2019-1	Springfield 30	Well Sealing	Cost \$750.00	C-S \$375.00
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Motion by Muller, second by Nerem to approve the NRBG Well Sealing contract approval for Eigenberg (\$375.00).

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

NON-STRUCTURAL LAND MANAGEMENT PRACTICES (NLMP) IMPLEMENTATION REQUEST FORM
EROSION CONTROL and WATER MANAGEMENT PROGRAM POLICY/STATE COST-SHARE POLICY

Discussion.

DNR WALK-IN-ACCESS PROGRAM JOINT POWERS AGREEMENT

Motion by Tasler, second by Nerem to approve signing the DNR Walk-In-Access Program Joint Powers Agreement for program year 2019.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

AREA V ENVIRONMENTAL FAIR

Motion by Tasler second by Muller to approve the donation of \$750 to the Environmental Fair from the Cottonwood SWCD.

Affirmative: Lingbeek, Tasler and Nerem

Opposed: Muller

Motion carried.

Tom Muller left meeting at 11:00 a.m.

BWSR INTERNAL CONTROLS EVALUATION REPORT – RESPONSE LETTER

Motion by Nerem, second by Tasler to approve the Cottonwood SWCD Reponse Letter to the BWSR Internal Controls Evaluation Report and submit by January 31, 2019.

Affirmative: Lingbeek, Tasler, and Nerem

Opposed: None.

Motion carried.

NOTICE OF TERMINATION OF LEASE AGREEMENT WITH MINN-KOTA PROPERTIES, INC.

Motion by Nerem, second by Tasler to approve serving of the 120-Day Notice of Termination of Lease Agreement with Minn-Kota Properties, Inc. January 25, 2019 and to vacate premises by May 31, 2019.

Affirmative: Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

TRAINING

Motion by Nerem, second by Tasler to approve the \$99 registration per person, for the Conflict Management. Skills for Women Seminar on March 4, 2019 in Worthington (4 participants).

Affirmative: Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

Motion by Tasler, second by Nerem to approve the MASWCD Public Administration Training Cohort for SWCDs (7 days) totaling \$2,100 per person, which includes tuition, lodging and group meals.

Affirmative: Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

SUPERVISOR MEETINGS

January 28 – 1W1P Kick-Off Meeting – St. James; February 1 – Civil Case Mediation – Minneapolis; February 7 - Area II/RCRCA Meeting – Redwood Falls; February 8 - GBERBA Executive Board Meeting – Mankato; February 20 – 1W1P Policy Committee Meeting – St. James; February 21 – Area V Meeting – Marshall; February 28 – SWCD Board Meeting – Office.

SWCD EMPLOYEE MEETINGS

January 28 – 1W1P Kick-Off Meeting – St. James; January 28 – CliftonLarsonAllen – Office; February 5 – Conditional Use Permit Meeting – Windom; February 5 – Infiltration Training – Fairmont; February 6 – 1W1P Steering Committee Meeting – St. James; February 6 – 1W1P Advisory Committee Meeting – St. James; February 7 – Conditional Use Permit Meeting – Windom; February 8 – GBERBA Executive Meeting – Mankato; February 16 – Des Moines Valley Deer Hunters Banquet – Windom; February 19 - GBERBA Technical Meeting – Mankato; February 20 – 1W1P Policy Committee Meeting – St. James; February 21 – Area V MASWCD Meeting – Marshall; February 26-27 – SWCD Manager Meeting – St. Cloud; February 28 – SWCD Board Meeting - Office.

Motion by Tasler, second by Nerem to approve the Supervisor and Employee meetings and expenses for the month of January/February.

Affirmative: Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

SENIOR TECHNICIAN – Dave Bucklin – Written Report
FARM BILL/PROGRAM TECHNICIAN – Becky Buchholz – Written Report
RESOURCE TECHNICIAN – Hannah Herzfeld – Written Report
WATONWAN WATERSHED TECHNICIAN – Joshua Votruba – Written Report
AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch – Written Report
AREA 5 CERTIFICATION SPECIALIST – Danielle Evers – Written Report
MN CONSERVATION CORP MEMBER – Lee Tapper – Introduction
PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report
GIS SPECIALIST – Marty Mollenhauer – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman at 11:50 am.

Next Meeting will be on THURSDAY, FEBRUARY 28, 2019 at 8:30 a.m. at the District Office.

District Supervisor

District Administrator