

FEBRUARY TRANSACTIONS

District Checking Account Balance 1/24/2019 \$367,480.23

RECEIPTS: (since last board meeting)

Trees and Down Payments	\$2,153.19
District Court - Restitution - December 2018	\$970.13
Bank of the West - January 2019 - Interest - Checking Account	\$3.35
Cottonwood County - November & December Contract for Services	\$12,749.68
State of MN - BWSR- FY18/19 Farm Bill Assistance	\$8,623.00
GBERBA - January Coordinator, WWT, Cert Specialist	\$10,767.26
Watowan County - Reimburse for 1W1P Meeting	\$329.58
MDA - Township Well Testing Program	\$472.78

TOTAL RECEIPTS **\$36,068.97**

DISBURSEMENTS: (since last board meeting)

1/29/19 MASWCD - Public Admin training - Kay, Becky, Kari	\$6,450.00
2/1/19 24140-24150 Payroll 1/20/19 to 2/2/2019 plus PERA, MN Dept of Revenue & Bank of the West	\$14,731.17
2/1/19 The Hartford- February 2019 LTD	\$142.39
2/1/19 Hwy 71 Storage- February Storage Unit Rent	\$45.00
2/1/19 NCPERS - Group Life Ins February 2019	\$112.00
2/1/19 Schwalbach Hardware - Office Supplies - Velcro	\$21.99
2/15/19 24151 to 24157 Payroll 2-3-19 to 2-16-19 plus PERA, MN Dept of Revenue & Bank of the West	\$14,565.85
2/15/19 Sun Life Financial - Critical Illness	\$2.35
2/15/19 Delta Dental - Insurance March 2019	\$190.30
2/15/19 MASWCD - Registration for Leg Day at Capitol - 1 Supervisor	\$90.00
2/21/19 SWMNACD - Registration for Area 5 Meeting - 1 Supervisor, 3 Staff	\$60.00

TOTAL DISBURSEMENTS **\$36,411.05**

BALANCE BEFORE BOARD MEETING **\$367,138.15**

ACCOUNTS PAYABLE

2/28/2019

(to be approved at this board meeting)

<u>Check#</u>	<u>Payable</u>	<u>Amount</u>
24163	The Hartford - LTD - March	\$142.39
24164	Sun Life Financial- STD - March	\$44.80
24165	Fidelity Security Life - Vision - March	\$29.06
24166	Sun Life Financial- Critical Illness - February	\$2.35
24167	Cottonwood County - March Insurance	\$5,938.49
24168	Minn-Kota Properties - Rent	\$2,491.85
24169	City of Windom - Internet Services	\$86.00
24170	Card Member Services - Interest from Past Billings	\$30.31
24171	Citizen Publishing - Site Host, 2 Public Notices, Computer Repair (server)	\$199.58
24172	Office of MN.IT - Fax Service -January 2019	\$27.84
24173	Office Depot - Office Supplies	\$350.11
24174	MARCO - Contract & Freight	\$596.64
24175	Postmaster - Postage	\$79.00
24176	Staples Enterprises Inc. - January Gas Expense	\$168.45
24177	Windom Quick Print - Business Envelopes, Business Cards & Laminating	\$214.15
24178	Ratwik, Roszak and Maloney - Attorneys - Investigation of Financial Issues	\$1,592.75
24179	David Jungas - Title Insurance - John & Roger Wells	\$847.25
24180	CliftonLarsonAllen- Audit of Financial Statements, Years Ended 2016 and 2017	\$3,500.00
24181	RMB Environmental Laboratories Inc - Township Water Testing	\$472.78
24182	Nicollet SWCD - Children's Water Festival	\$500.00
24183	MASWCD Area 5 - 2019 Area Dues	\$400.00
24184	Southwest Prairie TSA - Dues - 10 % local share & Enhanced Shared Technical Services	\$3,400.00
24185	SWMACDE - 2019 Area 5 Employee Dues (7)	\$70.00
24186	Best Western Plus Capitol Ridge - Room & Parking for Supervisor - Legislative Day at Capitol	\$168.30
24187	Lee Tapper - Wiper Blades & Mileage	\$199.98
24188	Herman Bartsch - Mileage, Cell Phone & Conference Registration	\$503.70
24189	Joshua Votruba - Mileage Balance From January Expenses	\$7.70
24190	Rebecca Buchholz - Cell Phone Expense	\$30.00
24191	Kay Gross - Cell Phone, CrashPro, District Cell Phone	\$88.26

TOTAL ACCOUNTS PAYABLE **\$22,181.74**

District Checking Account Balance **\$344,956.41**

Balances as of 2-28-19

PETTY CASH (Included in District Fund Balance) \$50.00

Monthly Treasurer's Report
Southwest Prairie Technical Service Area
January 2019

Use of Cash	Beginning	Receipts	Disbursements	Ending
	Balance 1/1/2019			Balance 1/31/2019
Checking				
Select Business Svg	\$ 440,756.78	\$ 50,000.00	\$ 485,017.18	\$ 5,739.60
Interest Money	\$ 501,814.01	\$ 430,000.00	\$ 50,000.00	\$ 881,814.01
Investments	\$ 51,811.09			\$ 51,811.09
Petty Cash	\$ 25.00			\$ 25.00
Total	\$ 994,406.88	\$ 480,000.00	\$ 535,017.18	\$ 939,389.70

Program Summary

JPO Fund Balance	\$ 51,811.09			\$ 51,811.09
FY19 NPEA Grant	\$ 115,447.75		\$ 27,226.46	\$ 88,221.29
FY18 NPEA Local Share	\$ -			\$ -
FY18 NPEA Admin	\$ -			\$ -
FY17 NPEA Equipmer exp 06/30/2019	\$ 20,000.00			\$ 20,000.00
Technical Services	\$ 147,962.76			\$ 147,962.76
TSA Shared Technician	\$ 26,661.23			\$ 21,843.49
FY17 ESTS Pt.1-Lincoln exp-06/30/2019	\$ 20,991.31		\$ 4,817.74	\$ 16,450.97
FY17 ESTS Part 2(equipment)	\$ 46,886.53		\$ 4,540.34	\$ 32,392.89
FY17 ESTS Part 2-Local Share	\$ 8,017.96		\$ 14,493.64	\$ 8,017.96
FY17 ESTS Part 2- Admin	\$ 7,341.10			\$ 7,341.10
FY18 ESTS Local Share	\$ 23,991.00			\$ 23,991.00
FY18 ESTS (exp-06/30/2020)	\$ 169,600.00			\$ 169,600.00
FY18 ESTS Admin	\$ 10,838.16			\$ 10,838.16
FY18 ESTS Equipment	\$ 34,700.00			\$ 34,700.00
FY19 ESTS Grant	\$ 240,000.00			\$ 240,000.00
NRCS Collaboration Grant Admin	\$ (3,458.00)		\$ 3,939.00	\$ (7,397.00)
NACD Technical Assistance Grant	\$ 73,615.99			\$ 73,615.99
Total	\$ 994,406.88	\$ -	\$ 55,017.18	\$ 939,389.70

Balance Sheet Detail
As of January 31, 2019

ASSETS	Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Current Assets										
Checking/Savings										
Checking Account										
Transfer		01/07/2019								1,115,335.80
Liability Check		01/07/2019	2853	Sun Life Insurance	Funds Transfer	NPEA	X	Select Busines...	-430,000.00	994,406.88
Check		01/07/2019	auto	QuickBooks Payroll ...	Funds Transfer	NPEA	X	Select Busines...	10,000.00	994,381.88
Liability Check		01/09/2019							-69.80	20,756.78
Paycheck		01/10/2019	DD1106	Foerster, Thomas	Created by P...	ESTS 1-L...	X	Health Insuran...	-3.03	20,686.98
Paycheck		01/10/2019	DD1107	Hoogendoorn, Russel	Direct Deposit	NPEA	X	Direct Deposit...	-6,782.83	20,683.95
Paycheck		01/10/2019	DD1108	Matthys, Benjamin	Direct Deposit	NPEA	X	SPLT-	0.00	13,901.12
Paycheck		01/10/2019	DD1109	Skoglund, Michael	Direct Deposit	Shared T...	X	SPLT-	0.00	13,901.12
Liability Check		01/10/2019	auto	EFTPS	Direct Deposit	NPEA	X	SPLT-	0.00	13,901.12
Liability Check		01/10/2019	auto	MN Revenue	41-1811267	NPEA	X	SPLT-	0.00	13,901.12
Liability Check		01/10/2019	auto	MSRS			X	State Withholdi...	-2,123.26	11,777.86
Liability Check		01/10/2019	auto	PERA			X	H CSP-Def C	-351.00	11,426.86
Liability Check		01/10/2019	auto	MSRS			X	SPLT-	-200.00	11,226.86
Liability Check		01/10/2019	auto	MN PEIP			X	H CSP-Def C	-1,319.77	9,907.09
Check		01/15/2019	2837	Cardmember Service	Health ins-Ja...		X	Health Insuran...	-40.00	9,867.09
Check		01/15/2019	2838	Green Garden Place...	meals,oil cha...		X	SPLT-	-3,036.32	6,830.77
Check		01/15/2019	2839	Green Garden Place...	Contract Posi...		X	SPLT-	-725.54	6,105.23
Check		01/15/2019	2840	Chandler Co-op	contract posit...		X	SPLT-	-5,496.35	608.88
Check		01/15/2019	2841	Gary's Service	gas		X	SPLT-	-3,946.16	-3,337.28
Check		01/15/2019	2842	Frontier Precision	oil changes, r...		X	SPLT-	-221.90	-3,559.18
Check		01/15/2019	2843	MCI	labor fix R10		X	Field Supplies	-96.03	-3,655.21
Check		01/15/2019	2844	MCI	workers comp...		X	Business Insur...	-2,767.69	-6,422.90
Check		01/15/2019	2845	Cottonwood SWCD	2019 Property...		X	SPLT-	-694.00	-7,116.90
Transfer		01/16/2019			admin for TSA		X	SPLT-	-9,524.00	-16,640.90
Liability Check		01/23/2019		QuickBooks Payroll ...	Funds Transfer		X	SPLT-	-6,222.44	-22,863.34
Transfer		01/23/2019			Created by P...		X	Select Busines...	30,000.00	-22,863.34
Paycheck		01/24/2019	DD1110	Foerster, Thomas	Funds Transfer	NPEA	X	Direct Deposit...	-7,106.48	30.18
Paycheck		01/24/2019	DD1111	Hoogendoorn, Russel	Direct Deposit	ESTS 1-L...	X	SPLT-	0.00	10,030.18
Paycheck		01/24/2019	DD1112	Matthys, Benjamin	Direct Deposit	NPEA	X	SPLT-	0.00	10,030.18
Paycheck		01/24/2019	DD1113	Skoglund, Michael	Direct Deposit	Shared T...	X	SPLT-	0.00	10,030.18
Liability Check		01/24/2019	auto	EFTPS	Direct Deposit	NPEA	X	SPLT-	0.00	10,030.18
Liability Check		01/24/2019	auto	MN Revenue	41-1811267	NPEA	X	SPLT-	0.00	10,030.18
Liability Check		01/24/2019	auto	MSRS			X	State Withholdi...	-2,253.28	7,776.90
Liability Check		01/24/2019	auto	PERA			X	H CSP-Def C	-382.00	7,394.90
Liability Check		01/24/2019	auto	MSRS			X	SPLT-	-225.00	7,169.90
Liability Check		01/24/2019	auto	MSRS			X	H CSP-Def C	-1,390.30	5,779.60
Liability Check		01/24/2019	auto	MSRS			X	H CSP-Def C	-40.00	5,739.60
Total Checking Account										
Savings Interest Account										
Total Savings Interest Account										
Select Business Savings										
Transfer		01/07/2019								5,739.60
Transfer		01/07/2019								51,811.09
Transfer		01/16/2019								51,811.09
Transfer		01/23/2019								501,814.01
Total Select Business Savings										
Total Checking/Savings										
Accounts Receivable										
Total Checking/Savings										
Accounts Receivable										
Total										
									-55,017.18	939,364.70
									380,000.00	881,814.01
									-55,017.18	881,814.01
									0.00	881,814.01



COTTONWOOD

SOIL AND WATER CONSERVATION DISTRICT

339 9th Street
Windom, MN 56101

Phone: 507-831-1153 Ext. #3
Fax: 507-831-2928

Cottonwood SWCD Technician Report for February 28th, 2019.

1) Minnesota Wetlands Conservation Act update.

There is ongoing work in Cottonwood and Watonwan Counties. Two applications are noticed for Cottonwood at this time. Watonwan has several interested landowners in establishing a wetland bank site.

2) GBERBA

The Watonwan One Watershed One Plan process is moving at a fast pace. Houston Engineering is the project consultant. The public kick off meeting held on January 28, 2019 was a big success with over 100 people in attendance. GBERBA is applying for a 319 MPCA Grant for Cover Crops due to the MPCA by February 26.

3) Tree Program.

Several projects are in the planning stages with cost share contracts for today. There are 35 tree orders so far for 1300 trees.

The 2019 grant for the Conservation Corps Crew Labor to plant the urban trees in Mountain Lake and Windom was awarded to the Cottonwood SWCD!

4) Watershed Restoration and Protection Strategies WRAPS

The completed WRAPS report is a jumping off place for the One Watershed One Plan Process. Staff is involved in the Des Moines, Little Cottonwood included in the Middle Minnesota, and the Cottonwood Watershed WRAPS process all at the same time. Part of the WRAPS work is establishing pollution/impairment reduction goals. This includes, which BMP's will work and how many of each practice will be needed to meet goals, and then use this data to predict how long will it take to achieve the water quality goals.

5) State Cost Share

The SWCD has several waterway/basin project requests that have come in. So far several projects have been field checked and the estimates total over \$100,000 dollars for those projects.

David Bucklin,
Cottonwood SWCD



COTTONWOOD

SOIL AND WATER CONSERVATION DISTRICT

339 9th Street
Windom, MN 56101

Phone: 507-831-1153 Ext. #3
Fax: 507-831-2928

Date: February 27, 2019

Name: Becky Buchholz (Farm Bill Assistant/Program Technician)

Topics: Past Events, Upcoming Events, Farm Bill Assistance, SSTS, Buffers, Feedlots, Planning and Zoning

Past Events:

- February 5, 2019 – Infiltrator Training in Fairmont, MN
- February 27, 2019 – IET training from Beth Collins, SWCD office
- February 26, 2019 – Ag Tech Note #31 training in Marshall, MN (Cancelled due to weather)

Upcoming Events:

- March 4, 2019 – Conflict Management Training in Worthington, MN
- March 5, 2019 – CREP Training, Mankato Armory in Mankato, MN
- March 6, 2019 – Children's Water Festival in Mankato, MN
- March 8, 2019 – GBERBA in Mankato, MN

Farm Bill Assistance:

- CREP and CRP are still closed for new application. I have been completing eligibility for interested landowners with the caveat it could change after the new CRP policies and rates are finalized.
- We have quite a few RIM violations that will be fixed this past Fall after harvest due to crop encroachment. We were not able to get to all of these because we hadn't received contact back from landowners before winter, we will have to continue the remediation in Spring 2019.
- We currently have 8 active CREP applications in process, an additional three have been completed and paid out. There is still wetland restoration work to be done on these easements.

SSTS:

- Continuing to send out letters as septic disclosure forms come in and as property transfers occur.
- Gearing up for the next SSTS season. Working on contractor beginning of season letters. Worked on an effluent screen handout to send out with COCs for new homeowners on effluent screen care and maintenance. Working on maintenance pumping letters and magnets for 2019 (2016 installed systems). Also sending out a postcard to those landowners that are in their second pumping maintenance schedule.
- Also working with MPCA on updating language on some of my letters that go out so if I need certain enforcement on straight pipes, I can do it through MPCA and not the county attorney.

Buffers:

- Hannah has been working on enforcement letters and language for individual Corrective Action Notice letters. I have been reviewing them as necessary.



COTTONWOOD
SOIL AND WATER CONSERVATION DISTRICT

339 9th Street
Windom, MN 56101

Phone: 507-831-1153
Fax: 507-831-2928

Date: February 28, 2019

Name: Hannah Herzfeld (Cottonwood Resource Technician)

Topics: Past Events, Upcoming Events, Project Updates, Working on

Past Events:

- February 21st – WASCOB training

Upcoming Events:

- March 6th – Children's Water festival
- March 9th – Farm and home show

Project Updates:

Landowners continue to call that buffers have been seeded, Public Waters compliance in Cottonwood county is approximately 90%. Administrative Penalty Order and Corrective Action Notices are being finalized for the Buffer Law to send to landowners with non-compliant buffers as of Dec 1st.

Working on:

- Developing an alternative practices list, and making site visits to determine alternative practices for individual landowners.
- Working with Becky Alexander and occasionally going into the field to correct maps made in the office or working on individual buffer maps for landowners.
- Tracking buffer compliance using the BWSR BuffCAT tool is a continual process.
- Continuing SSTS mentoring
- Working on cost-share database
- Moving forward with the Buffer Law to prepare to send out APO (Administrative Penalty Order) and Corrective Action Notice to landowners with parcels that are non-compliant with the Buffer Law.



Greater Blue Earth River Basin Alliance

www.GBERBA.org

DATE: February 28, 2019

NAME: Josh Votruba
Watonwan Watershed Resource Specialist

Topics: Past Events, Upcoming Events, Working on

Past Events:

Jan 24 – Cottonwood SWCD Board Meeting, Windom, MN
Jan 28 – Watonwan 1W1P Kickoff Meeting, St. James, MN
Feb 6 – Watonwan 1W1P Steering Team Meeting, St. James, MN
Feb 8 – GBERBA Executive Meeting, Mankato, MN
Feb 21 – WASCOD Training, Marshall, MN

Upcoming Events:

Mar 1 – Watonwan 1W1P Steering Team Meeting, St. James, MN
Mar 1 – Watonwan 1W1P Policy Committee Meeting, St. James, MN
Mar 6 – Watonwan 1W1P Advisory Committee Meeting, St. James, MN
Mar 8 – GBERBA Policy/Tech Meeting, Mankato, MN

Working on:

- **Training:** I recently attended a WASCOD training in Marshall; this training covered the designing of Water and Sediment Control Basins. Aaron Peter of BWSR and area 5 TSA staff presented on how to use various programs such as EFT (Engineering Field Tool), and the WASCOD design spreadsheet for the design of Water and Sediment Control Basins.
- **GBERBA Cover Crop Cost Share:** Hannah Herzfeld and I have discussed sending out soon post-cards informing landowners of the GBERBA cover crop cost share for the Watonwan Watershed. Last August we sent out a mass mailing to landowners and had a few interested landowners so hopefully this year we –have even more interest from Cottonwood County landowners.
- **Watonwan River One Watershed, One Plan:** With the great turnout for the Watonwan 1W1P Kickoff Meeting, the Watonwan River 1W1P steering team has a large amount of input on which issues in the watershed are most important to people. This input will be used in the plan, as the issues that are of the greatest concern will receive the highest priorities when it comes to the implementation of best management practices on the landscape. The steering team has been working with Houston Engineering in taking this input and putting together a priority issues table. Issues such as the need for more water storage on landscape by restoring and creating wetlands, and elevated levels of nitrates in drinking water were examples of issues that the public felt were very important to address during the One Watershed, One Plan Process. In addition, the first Advisory Committee Meeting for the Watonwan 1W1P is scheduled for March 6th. During the past few weeks the steering team has been contacting various people who would be interested in being on the Committee.



Minnesota Agricultural Water Quality Certification Program

Agriculture and Water Outreach Corpsmember
Conservation Corps of MN & IA
Lee Tapper



Greater Blue Earth River Basin Alliance



February 28th 2019

Workload:

- Assisting Herman and with mapping assessed fields in the MAWQCP mapping tool and assessment tool
- Entering producer fields into Web Soil Survey to check for sensitive soils
- Assisting Herman with filling in soil and nutrient management information for applicant's fields
- Reading through the MAWQCP binder and other information about the program
- Attended producer meetings with Herman
- Assist Herman with field verifications

Projects and Events:

- Met with Producer with Herman in Blue Earth on 2/11
- Attended a WRAPS Meeting in Windom on 2/13
- Attended the Strategic Farming Workshop in Fairmont on 2/14
- Attended an Area 5 Meeting in Marshall on 2/22
- Continue to input maps and other data into the mapping and assessment tool

Upcoming Events:

- Assist with the Children Water Festival in Mankato on 3/6
- GBERBA Policy Technical Meeting in Mankato on 3/8
- Midwest Soil Health Summit in St. Peter on 3/12

Lee Tapper
Agriculture and Water Outreach Corpsmember
339 9th Street
Windom MN 56101

Cell:(712)551-6574

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Minnesota Agricultural Water Quality Certification Program

South Central MAWQCP Certification Specialist
Serving the Counties of: Blue Earth, Brown, Faribault, LeSueur, Martin, McLeod, Nicollet, Renville, Sibley, Waseca, Watonwan



Greater Blue Earth River Basin Alliance



Herman Bartsch
AREA 6 MAWQCP CERTIFICATION SPECIALIST
February 28th, 2019

Workload:

- Working with producers and SWCDs to complete assessments and certifications
- Assisting producers with MDA Grant Applications
- Cover Crop Plans
- Program Promotion - Planning with SWCDs
- Working with Lee
- Watonwan 1W1P Kickoff Meeting 1-28-19
- UMN Nitrogen Conference 2-5-19
- UMN Strategic Farming Workshop 2-14-19
- WASCOB training 2-27-19

AREA 6	Applications	Assessments	Certifications
Blue Earth SWCD	13	12	7
Brown SWCD	9	6	3
Faribault SWCD	21	16	11
LeSueur SWCD	4	2	2
Martin SWCD	8	5	5
McLeod SWCD	9	6	4
Nicollet SWCD	1	1	1
Renville SWCD	7	7	5
Sibley SWCD	3	3	3
Waseca SWCD	9	9	2
Watonwan SWCD	10	6	5
Total	94	73	48

MAWQCP Numbers as of 2-25-19

- 702 producers certified
- 457,866 acres certified
- 1,352 new practices installed or planned to be installed
- Sediment delivery to surface waters reduced by 25,598 tons per year (51,195,940 lbs.)
- Soil loss reduced by 64,079 tons per year (128,157,313 lbs.)
- Phosphorus loss reduced by 30,186 lbs. of P per year

Herman Bartsch:
Area 6 Certification Specialist
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Alex Schultz
Planning and Zoning Technician

339 9th Street
Windom, MN 56101

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COTTONWOOD **SOIL AND WATER CONSERVATION DISTRICT**

Date: February 28, 2019

Name: Alex Schultz

Topics: Past Events, Upcoming Events, Planning and Zoning, and Ag. Inspecting

Past Events:

- February 15th- MACPZA meeting
- February 16th- Deer Hunter's Banquet

Upcoming Events:

- February 28th- Planning Commission Meeting

Planning and Zoning:

- **Planning Commission Meeting**
 - Date set for February 28th at 1:30
 - Gode, Fast- Dwellings within Shoreland
- **Board of Adjustments**
 - None
- **Permits**
 - Setback Permits, 7 Issued
 - CUP, 0 Issued
 - Variance, Issued 0

Feedlots



**COTTONWOOD
SOIL AND WATER
CONSERVATION
DISTRICT**



**Cottonwood
County
Information
Systems**

Date: February 27, 2019

Name: Marty Mollenhauer, GIS Specialist / IT Assistant

Subject: SWCD Board Meeting Report

Current Projects:

- Zuercher Mapping GIS & IT support: Sheriff's Office
- Ongoing IT support
- Building footprint mapping project
- 2020 GIS Strategic Plan document draft
- Advanced PC setup and configuration tutorials and training
- ArcGIS Pro training and transition preparation

Upcoming Projects:

- South Central MN GIS User Group meeting planning
- GIS data inventory review & GIS future needs assessment for FY2020
- LYNDA online training for IT essentials: Windows server, networking and security, web development, Windows 10 transitioning, Office 365 enterprise deployment