

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
MINUTES  
November 26, 2019**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on November 26, 2019. The meeting was called to order by Chairman Clark Lingbeek at 8:40 a.m.

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

Others Present: District Administrator, Kay Gross  
District Administrative Program Assistant – Kari Clouse  
NRCS District Conservationist – Karen Boysen  
County Commissioner - Tom Appel

Absent: None

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

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**MINUTES:** Motion by Duroe, second by Nerem to approve the October 24, 2019 Board Meeting minutes.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**FINANCIAL REPORT and ACCOUNTS PAYABLE:** Motion by Duroe, second by Tasler to receive the November 2019 Financial Report and subject to audit and pay accounts payable totaling \$80,919.67.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**RCRCA:** Lingbeek

**GBERBA:** Lingbeek and Gross

**WATONWAN 1W1P:** Lingbeek, Appel

**SOUTHWEST PRAIRIE TSA:** Muller and Gross

**SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:**

Motion by Duroe, second by Nerem, to approve the Southwest Prairie November Vouchers, Monthly Financials and Administrative Report.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

Motion by Nerem, second by Duroe to approve the offering of the Engineering Technician position to Ryan Bartels with starting wage \$20.63 per hour and starting date in December 2019.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**AREA V MASWCD MEETING:** Lingbeek

**MASWCD:** Lingbeek

**COTTONWOOD COUNTY COMMISSIONER:** Commissioner Tom Appel

**ADMINISTRATOR REPORT:** Kay Gross

**GBERBA MAWQCP CONTRACT and PAYMENT APPROVAL**

Ethan Quade 17-5-23 Storden 13 Certification Completion Incentive \$200.00

Motion by Muller, second by Tasler to approve the GBERBA MAWQCP contract and payment for Quade (MAWQCP) totaling \$200.00.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**WELL SEALING COST-SHARE CONTRACT APPROVAL and PAYMENT AUTHORIZATION**

Frank Vock 2019-10 Great Bend 26 Well Sealing (2) Cost \$1,376.00 C-S \$688.00

Motion by Nerem, second by Tasler to approve the well sealing cost-share contract (LWP) and payment authorization for Frank Vock (\$688.00).

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**BWSR FY18 BUFFER COST-SHARE – RETURN OF FUNDS and FINANCIAL REPORT**

Motion by Duroe, second by Tasler to approve the signing of the Financial Report and submit the return of funds totaling \$8,343.13 to the State of Minnesota.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**BWSR FY17 PRAP and TRAINING ASSISTANCE GRANT AGREEMENT AMENDMENT**

Motion by Duroe, second by Nerem to approve the signing of the FY17 PRAP and Training Assistance Grant Agreement Amendment to amend the grant expiration date to June 30, 2020.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**PROGRAM TECHNICIAN POSITION**

Motion by Muller, second by Duroe to approve the candidate interview and set the tentative start date of December 16, 2019 at a starting wage of \$17.48.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**DECEMBER BOARD MEETING**

Motion by Nerem second by Duroe to approve the December Board Meeting for Thursday, December 19 starting at 9:30 a.m.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

**DECEMBER MEETING DATES**

**SUPERVISOR MEETINGS**

December 5 - Area II/RCRCA Legislative Meeting – Redwood Falls; December 6 or 12 – Interview - Program Technician – Office (Tentative); MASWCD State Convention – December 8-10 – Bloomington; December 12 – Employee Reviews and Program Technician Interview – Office; December 17 – HLWD Advisory Committee Meeting – Heron Lake; December 18 – 1W1P Watonwan Policy Committee Meeting; December 19 – SWCD Board Meeting – Office; December 20 - GBERBA Executive Meeting – Mankato.

**SWCD EMPLOYEE MEETINGS**

December 2 – Public Hearing – Windom; December 3 – Safety Talk – Marshall; December 4 – 1W1P Steering Team Meeting – St. James; December 4 – SWMACDE Employees Meeting – Marshall; December 6 or 12 – Interview - Program Technician – Office (Tentative); MASWCD State Convention – December 8-10 – Bloomington; December 12 – Employee Reviews and Program Technician Interview – Office; December 17 – HLWD Advisory Committee Meeting – Heron Lake; December 18 – 1W1P Steering Team Meeting – St. James; December 18 – 1W1P Watonwan Policy Committee Meeting; December 19 – SWCD Board Meeting – Office; December 20 – GBERBA Technical Committee Meeting – Mankato; December 20 - GBERBA Executive Meeting – Mankato.

Motion by Muller, second by Tasler to approve the Supervisor and Employee meetings and expenses for the month of December.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Tasler

Opposed: None.

Motion carried.

**NRCS DISTRICT CONSERVATIONIST – Karen Boysen – Oral Report**

Memorandum of Agreement between the Natural Resources Conservation Service  
and Cottonwood SWCD - Reviewed

Civil Rights Checklist - Reviewed

**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 – Written Report**

**PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report**

**ADJOURNMENT:** Meeting adjourned by the Chairman at 10:45 a.m.

**Next Meeting will be on THURSDAY, DECEMBER 19, 2019 at 9:30 a.m. at the District Office.**

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District Supervisor

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District Administrator