

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
FEBRUARY 27, 2020**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on February 27, 2020. The meeting was called to order by Chairman Daryl Tasler at 8:35 a.m.

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

Others Present: District Administrator, Kay Gross
District Administrative Program Assistant – Kari Clouse
District Senior Technician – Dave Bucklin

Absent: None

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

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

MINUTES: Motion by Duroe, second by Muller to approve the January 23, 2020 Board Meeting minutes.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

FINANCIAL REPORT and ACCOUNTS PAYABLE: Motion by Muller, second by Duroe to receive the February 2020 Financial Report, subject to audit, and pay accounts payable totaling \$19,377.67.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

RCRCA: Lingbeek

GBERBA: Lingbeek and Gross

GBERBA – Addition of Watonwan Watershed 1W1P to GBERBA Joint Powers Agreement

Motion by Duroe, second by Nerem to approve the inclusion of the Watonwan Watershed 1W1P into the GBERBA Joint Powers Agreement and the updating of the GBERBA JPA by a third party entity.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

WATONWAN 1W1P: Lingbeek, Appel

DES MOINES 1W1P: Bucklin, Gross

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

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

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

ENGINEERING POSITION ACCEPTANCE

Motion by Muller, second by Nerem to approve the hiring of Jake Harrison, Engineering Technician, for the Southwest Prairie Technical Service Area starting on March 2, 2020 at \$21.68 per hour plus benefits. Position housed in Ivanhoe, MN at the Lincoln SWCD Office.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

MASWCD and AREA V: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel (Not in Attendance)

BANK MIDWEST - Heidi Hill and Justin Schmidt

Motion by Muller, second by Duroe to approve moving our designated financial institution to Bank Midwest, Windom.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

ADMINISTRATOR REPORT: Kay Gross

STATE COST-SHARE CONTRACT FINAL PAYMENT

LeRoy Harnack State C-S 18-01 Ann 4 (NE1/4) Water & Sediment Control Basin Cost \$3,043.00 C-S \$2,282.25

Motion by Muller, second by Nerem to approve the State cost-share contract and payment for 18-01(State C-S) totaling \$2,282.25.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

2019 PAY EQUITY REPORT

Motion by Muller, second by Lingbeek to approve the submission of the 2019 Pay Equity Report as of January 25, 2020.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

BWSR WORK ORDER CONTRACTS

Motion by Nerem, second by Lingbeek to approve the BWSR Work Orders including 17-19-W001 (\$2,000); 17-19-W002 (\$2,000); 17-19-W003 (\$10,000) and 17-10-W099 (\$10,850).

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

RESTITUTION UPDATE

APPENDIX – COTTONWOOD SWCD OPERATIONAL HANDBOOK – ACCOUNTING PRINCIPLES POLICY

2016, 2017 and 2018 AUDIT UPDATE

Motion by Duroe, second by Muller to approve the receipt of the final 2016 Financial Audit completed by CliftonLarsonAllen.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

ESRI COUNTY CONTRACT

Motion by Duroe, second by Muller to approve joining the Cottonwood County ESRI plan for ArcGIS, ArcMap and Spatial Analysis licensing with a cost of \$3,750.00 per entity. (We will still have a separate \$250 bill for ArcPad maintenance).

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

PERSONNEL POLICY HANDBOOK – REVIEW and UPDATE

Set a meeting for Personnel Committee (Chair and Vice Chair) to review the updated Personnel Policy Handbook and make recommendations to the Board for approval.

COTTONWOOD SWCD 75th ANNIVERSARY

COMPUTER PURCHASE

Motion by Muller, second by Duroe to approve the purchase of a new laptop for the MAWQCP Area 6 Specialist with an approximate cost of \$1,000.00.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

TRAINING

Motion by Nerem, second by Muller to approve two SSTS Continuing Education Training sessions totaling \$550 plus meals and lodging.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

PHASED RETIREMENT OPTION

Motion by Lingbeek, second by Duroe to approve offering a Phased Retirement Option for the Cottonwood Soil and Water Conservation District starting June 1, 2020 and create a District Phased Retirement Policy following the Cottonwood County Policy.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

REQUEST FOR COMPENSATION

Motion by Tasler, second by Muller to approve the compensation payout for the District Administrator on 160 hours of annual leave at \$36.90 per hour and compensatory time at their respective rates from 2018 (67.75 hours) and 2019 (balance of hours) based off of compensatory hours ending 2-28-2020.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

MN RIVER BASIN WATER STORAGE BILL

JANUARY MEETING DATES

SUPERVISOR MEETINGS

March 4 - Watonwan 1W1P – HEI Meeting – Mankato; March 5 – RCRC/CA/Area II Meeting – Marshall; March 6 - Soil Health Equipment Workshop – Edgerton; March 13 - GBERBA Policy/Technical Meeting – Mankato; March 18 - Watonwan 1W1P Policy Committee Meeting – St James; March - 24-25 - MASWCD Legislative Days – St Paul (Registration \$90; Hotel \$129.99+tax; Parking \$10); March – 26 - Cottonwood SWCD Board Meeting – Office; March – 31 - Southwest Prairie TSA Meeting – Marshall.

SWCD EMPLOYEE MEETINGS

February 29 - Des Moines Valley Deer Hunters Banquet – Windom; March 4 - Watonwan 1W1P – HEI Meeting – Mankato; March 5 - Des Moines 1W1P Committee Meeting – Office; March 6 - Soil Health Equipment Workshop – Edgerton; March 7 - Farm and Home Show – Windom (Booth and Table \$75); March – 10 - Commercial Animal Waste Tech Workshop-Slayton (Registration \$25/person); March – 12 - Grant Reconciliation Meeting – Office; March – 12 - Conditional Use Permit Hearing – Office; March 13 - GBERBA Policy/Technical Meeting – Mankato; March 18 - Watonwan 1W1P Policy Committee Meeting – St James; March - 24-25 - MASWCD Legislative Days – St Paul (Registration \$90; Hotel \$129.99+tax; Parking \$10); March 24-26 - MN Assn County Feedlot Officers Meeting – Alexandria; March – 26 - Cottonwood SWCD Board Meeting – Office; March – 31 - Southwest Prairie TSA Meeting – Marshall; June – 13 - Windom Riverfest Parade – Windom (Registration \$10).

Motion by Duroe, second by Lingbeek to approve the Supervisor and Employee meetings and expenses for the month of March 2020.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

NRCS DISTRICT CONSERVATIONIST - -- Karen Boysen – Not In Attendance
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
PROGRAM TECHNICIAN – Lee Tapper – Written Report
MN CONSERVATION CORP MEMBER – Ashley Broussard – Written Report
PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman at 11:45 a.m.

Next Meeting will be on THURSDAY, March 26, 2020 at 8:30 a.m. at the District Office.

District Supervisor

District Administrator