

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
JANUARY 23, 2020**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on January 23, 2020. The meeting was called to order by Chairman Clark Lingbeek at 8:43 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
Conservation Corp MN – Ashley Broussard
County Commissioner - Tom Appel

Absent: None

AGENDA: Motion by Muller, second by Duroe to approve the agenda with the addition of Notary Public renewal for District Administrator.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

CONSENT AGENDA: Motion by Nerem, second by Duroe to approve the consent agenda including the 2020 Board Positions, Committees, Banking Institutions, Mileage Rate and Official Newspaper, Copies, Health and Life Insurance and District Payables as presented.

Affirmative: Lingbeek, Tasler, Muller, Nerem and Duroe

Opposed: None.

Motion carried.

Daryl Tasler took over as Chair.

MINUTES: Motion by Muller, second by Duroe to approve the December 19, 2019 Board Meeting minutes.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

FINANCIAL REPORT and ACCOUNTS PAYABLE: Motion by Duroe, second by Lingbeek to receive the January 2020 Financial Report, subject to audit, and pay accounts payable totaling \$33,960.90.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

MN CAMPAIGN FINANCE BOARD – SUPERVISOR STATEMENT OF ECONOMIC INTEREST

RCRCA: Lingbeek

GBERBA: Lingbeek and Gross

2020 GBERBA CONTRACT – Combined Coordinators – Administrative, Technical and Financial

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

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

INTRODUCTION OF ASHLEY BROUSSARD – MN CONSERVATION CORP INTERN

PAGE 2
SWCD BOARD MINUTES
JANUARY 23, 2020

WATONWAN 1W1P: Lingbeek, Appel

DES MOINES 1W1P: Bucklin, Gross

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

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

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

NACD THIRD ROUND – TECHNICAL ASSISTANCE GRANT SUBMISSION

Motion by Duroe, second by Lingbeek to approve the submission of Round Three – NACD Technical Assistance Grant totaling \$125,000.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

TSA 2019 YEAR END REPORT and PROJECT LIST

MASWCD: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

ADMINISTRATOR REPORT: Kay Gross

GBERBA COST-SHARE CONTRACT FINAL PAYMENT

Darby Harder	319-TMDL-16-17-07	Lakeside 23	Cover Crop – 80 ac	Cost \$5,696.90	C-S \$2,000.00
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Motion by Lingbeek, second by Duroe to approve the GBERBA cost-share contract and payment for Harder 17-07(319-TMDL-16) totaling \$2,000.00.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

WELL SEALING COST-SHARE CONTRACT APPROVAL and PAYMENT AUTHORIZATION

David Elston	2020-1	Springfield 14	Well Sealing	Cost \$600.00	C-S \$300.00
Frank Erickson	2020-2	Ann 35	Well Sealing (2)	Cost \$1,500.00	C-S \$375.00 each
Barbara Voth	2020-3	Great Bend 25	Well Sealing (2)	Cost \$800.00	C-S \$200.00 each
Tory Herding	2020-4	Rosehill 2	Well Sealing (2)	Cost \$1,500.00	C-S \$375.00 each

Motion by Nerem, second by Duroe to approve the well sealing cost-share contract (LWP) and payment authorization for Elston 2020-1 (\$300.00), Erickson 2020-2 (\$375.00 each), Voth 2020-3 (\$200.00 each) and Herding 2020-4 (\$375.00 each).

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.

APPENDIX – COTTONWOOD SWCD OPERATIONAL HANDBOOK – ACCOUNTING PRINCIPLES POLICY

Motion by Muller, second by Lingbeek to approve the Accounting Principles Policies for the Cottonwood SWCD and submit to BWSR for review after January 28 (Review by District Board with comments and changes due Tuesday, January 28).

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

2016, 2017 and 2018 AUDIT UPDATE

NOTARY PUBLIC

Motion by Lingbeek, second by Duroe to approve the renewal of the Notary Public for the District Administrator totaling \$120 and recording fee.

Affirmative: Tasler, Muller, Nerem, Duroe and Lingbeek

Opposed: None.

Motion carried.

JANUARY MEETING DATES

SUPERVISOR MEETINGS

February 6 - Area II/RCRCA Legislative Meeting – Redwood Falls; February 14 – GBERBA Executive Board Meeting – Mankato; February 19 – 1W1P Policy Committee Meeting – St. James; February 20 – Area V MASWCD Meeting – Slayton; February 27 - SWCD Board Meeting – Office.

SWCD EMPLOYEE MEETINGS

February 5 - 1W1P Steering Team Meeting – St. James; February 12 - SSTS – Pumper Class – Windom; February 12 – 1W1P Des Moines Watershed Meeting – Windom; February 14 - GBERBA Executive Board Meeting – Mankato; February 19 - 1W1P Steering Team Meeting – St. James; February 19 - 1W1P Policy Committee Meeting – St. James; February 20 - MASWCD - Area V Meeting – Slayton; February 20 - CMM Conference Call – Office; February 26 - GBERBA Technical Meeting – Mankato; February 27 - SWCD Board Meeting – Office; February 29 - Des Moines Valley Deer Hunters Banquet – Windom (Ticket Cost - \$55.00 Membership – Additional Person (Spouse) - \$25).

Motion by Lingbeek, second by Nerem to approve the Supervisor and Employee meetings and expenses for the month of February 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 – None

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 11:30 a.m.

Next Meeting will be on THURSDAY, FEBRUARY 27, 2020 at 8:30 a.m. at the District Office.

District Supervisor

District Administrator