

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
MARCH 26, 2020**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on March 26, 2020 through Zoom (video communications) . The meeting was called to order by Chairman Daryl Tasler at 8:35 a.m.

Cottonwood County Attorney Nick Anderson as attorney/chief legal counsel for the board, I am determining that requiring all supervisors to participate in person at board meetings is not practical or prudent. I have made that determination based on the WHO's determination that the COVID 19 outbreak is a health pandemic.

Member Present in Office: Vice Chairman, Tom Muller
Members by Media (Zoom): Chairman, Daryl Tasler
Secretary, Jeremy Nerem
Treasurer, Cody Duroe
PR&I, Clark Lingbeek
Others Present in Office: District Administrator, Kay Gross
District Technician, Dave Bucklin
District Watershed Specialist, Josh Votruba
Others Present by Media: Tom Appel, Cottonwood County Commissioner
Absent: None

CALL TO ORDER and ROLL CALL

AGENDA: Motion by Nerem, second Duroe by to approve the agenda with the addition of Southwest Prairie TSA March Meeting cancellation.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

MINUTES: Motion by Lingbeek, second by Nerem to approve the February 27, 2020 Board Meeting minutes.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

ACCOUNTS PAYABLE: Motion by Lingbeek, second by Tasler approve to pay accounts payable totaling \$8,929.97.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

FINANCIAL REPORT: Send (Supervisors and Commissioner) corrected Financial Reports November through March to be approved in April along with a letter of explanation.

RCRCA: Lingbeek

GBERBA: Lingbeek and Gross

DECLARING the COTTONWOD SWCD OFFICE – DESIGNATED MEETING LOCATION DURING STATE OF EMERGENCY – HEALTH CRISIS

Motion by Muller, second by Nerem to approve the Cottonwood SWCD Office located at 210 10th Street, Windom, MN 56101 the designated meeting location for the Greater Blue Earth River Basin Alliance during a State of Emergency – Health Crisis.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

WATONWAN 1W1P: Lingbeek, Appel

DES MOINES 1W1P: Bucklin, Gross

MEMORANDUM OF AGREEMENT

Motion by Duroe, second by Muller to approve the Memorandum of Agreement (with Counties and SWCDs from Jackson, Lyon, Martin, Murray and Nobles and Heron Lake Watershed District) to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the Des Moines River Watershed.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

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

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

DECLARING the COTTONWOD SWCD OFFICE – DESIGNATED MEETING LOCATION DURING STATE OF EMERGENCY – HEALTH CRISIS

Motion by Lingbeek, second by Duroe to approve the Cottonwood SWCD Office located at 210 10th Street, Windom, MN 56101 the designated meeting location for the Southwest Prairie Technical Service Area during a State of Emergency – Health Crisis.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

FY2018 ENHANCED SHARED TECHNICAL SERVICES GRANT EXTENSION REQUEST

Motion by Nerem, second by Duroe to approve the submission of a grant extension request for the FY2018 Enhanced Shared Technical Services grant to the Board of Water and Soil Resources.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

DNR ANNUAL PLAN AGREEMENT FOR TYPHOON WMA

Motion by Nerem, second by Duroe to approve the DNR Annual Plan Agreement for Typhoon Wildlife Management Area not to exceed \$5,000.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

CONTRACT EXTENSION – CENTROL

Motion by Duroe, second by Tasler to approve the second extension for Independent Contractor Agreement with Centrol to complete their contract obligations totaling \$60,000 with contract ending June 30, 2020.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

CANCELLATION OF FIRST QUARTER SOUTHWEST PRAIRIE TSA MEETING

Motion by Muller, second by Tasler to approve the cancellation (State of Emergency – Health Crisis) of the first quarter meeting of the Southwest Prairie Technical Service Area Joint Powers Board with next scheduled meeting for June 2020.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

MASWCD and AREA V: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

Essential Services

County Ditches

ADMINISTRATOR REPORT: Kay Gross

FIRST QUARTER COMPENSATION and EXPENSES

January 2 – RCRCA/Area II Meeting – Marshall - \$75.00; January 10 – GBERBA Policy Meeting – Mankato - \$75.00; January 15 – 1W1P Watonwan Watershed Policy Committee Meeting – St. James - \$75.00; January 23 – SWCD Board Meeting – Office - \$75.00.

February 6 – Area II/RCRCA Meeting – Redwood Falls - \$75.00; February 14 – GBERBA Executive Meeting – Mankato - \$75.00; February 18 – Southwest Prairie TSA Interviews – Marshall - \$75.00; February 19 – 1W1P Watonwan Watershed Policy Committee Meeting – St. James; February 20 - Area V Meeting – Slayton - \$75.00; February 27 – Cottonwood SWCD Meeting – Office - \$75.00.

March 4 – 1W1P Watonwan Watershed Policy Committee/HEI Meeting – Mankato - \$75.00; March 5 – RCRCA/Area II Meeting – Marshall - \$75.00; March 13 – GBERBA Policy/Technical Meeting – Mankato - \$75.00; March 18 – 1W1P Watonwan Watershed Policy Committee Meeting – St. James - \$75.00; March 26 - SWCD Board Meeting – Office - \$75.00.

Motion by Lingbeek, second by Muller to approve the Supervisor First Quarter Compensation and Expenses.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

BWSR LAWNS to LEGUMES DEMONSTRATION NEIGHBORHOOD PROGRAM GRANT AGREEMENT

Motion by Tasler, second by Duroe to approve the BWSR Lawns to Legumes Demonstration Neighborhood Program Grant Agreement for \$29,500.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

BWSR WORK ORDER CONTRACTS

Motion by Duroe, second by Tasler to approve the BWSR Work Order 17-20-W001 (\$2,000) for easement 17-01-20-14.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

GBERBA MAWQCP CONTRACT and PAYMENT AUTHORIZATION

Motion by Nerem, second by Muller to approve the GBERBA MAWQCP Contract and Payment Authorization for the additional technical assistance by the Cottonwood SWCD totaling \$6,000.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

COTTONWOOD COUNTY – DECLARING A STATE OF EMERGENCY – RESOLUTION 20-03-17A

Motion by Muller, second by Lingbeek to approve the adoption of the Cottonwood County – Declaring a State of Emergency – Resolution 20-03-17A.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

UTILIZATION OF PAID LEAVE DURING PUBLIC HEALTH EMERGENCY POLICY and FORM

Motion by Nerem, second by Duroe to approve the adoption of the Utilization of Paid Leave during Public Health Emergency Policy and Form.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

RESTITUTION UPDATE

2017 and 2018 AUDIT UPDATE

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 Duroe, second by Muller to approve the purchase of a new laptop for the MAWQCP Area 6 Specialist with an approximate cost up to \$1,687.00.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

MN RIVER BASIN WATER STORAGE BILL

Motion by Tasler, second by Lingbeek to approve the providing a letter of support and endorsement of the MN River Basin Water Storage Bill.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

APRIL MEETING DATES
SUPERVISOR MEETINGS

April 2 – RCRC/A Area II Meeting – Redwood Falls; April 10 - GBERBA Executive Meeting – Mankato; April 23 - Cottonwood SWCD Board.

SWCD EMPLOYEE MEETINGS

April 8 - Des Moines 1W1P Committee Meeting – Windom; April 10 - GBERBA Executive Meeting – Mankato; March 14 – Environmental Fair Meeting – Lake Shetek; April 15 - Watonwan 1W1P Steering Team Meeting – St James; April 15-16 – SSTS Continuing Education – Brainerd; March 22 – GBERBA Technical Meeting – Mankato; April 23 - SWCD Board Meeting – Office.

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

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

ESSENTIAL SERVICES STATUS DISTRICT STAFF

Motion by Lingbeek, second by Tasler to declare that Cottonwood Soil and Water Conservation District Programs and Staff are Essential in the workings of Cottonwood County. This follows the Memorandum on Identification of Essential Critical Infrastructure Workers during Covid-19 Response dated March 19, 2020 the United States Department of Homeland Security – Cybersecurity and Infrastructure Security Agency. Essential Critical Infrastructure Workforce – Food and Agriculture – workers essential for assistance programs and government payments; Animal agricultural workers to include those employed to oversee animal production operations; Public Works – workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintain the safety, sanitation, and essential operation of residences.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

The Cottonwood SWCD Staff will maintain a staggered work schedule Saturday, March 28 – Saturday, April 11, which could include working Saturday or Sunday to provide adequate social distancing in the office setting; and with added precautions when working directly with constituents either in the office or in the field.

NRCS DISTRICT CONSERVATIONIST - - Karen Boysen – Written Report

Local Work Group Meeting to be held in June.

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 10:26 a.m.

Next Meeting will be on THURSDAY, April 23, 2020 at 8:30 a.m. at the District Office.

District Supervisor

District Administrator