

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
February 27, 2020**

CALL TO ORDER and ROLL CALL

AGENDA – Approval

MINUTES of January 23, 2020 Board Meeting

1. FINANCIAL – Kari Clouse/Kay Gross

- Financial Report
- Accounts Payable
- Bank Midwest – Checking Account Information – Heidi Hill and Justin Schmidt

2. COMMITTEE REPORTS and ACTION ITEMS

RCRCA – Clark Lingbeek

GBERBA – Clark Lingbeek

- GBERBA – Permission to incorporate Watonwan Watershed 1W1P and become Fiscal and Reporting Agent

1W1P WATONWAN – Clark Lingbeek, Tom Appel

1W1P DES MOINES – Dave Bucklin, Kay Gross

SOUTHWEST PRAIRIE JPO – Tom Muller

- Southwest Prairie TSA Vouchers, Financial and Administrative Report
- Approve the hiring of Jake Harrison, starting March 2, 2020 at \$21.68/hour plus benefits

MASWCD and AREA V – Clark Lingbeek

- Legislative Day at the Capitol – March 24-25, Best Western Plus Capitol Ridge, St. Paul, MN
- Soil Health Tour – Summer 2020

COMMISSIONER REPORT – Tom Appel

3. ADMINISTRATIVE – Kay Gross

•**State Cost-Share Contract Final Payment**

LeRoy Harnack 18-01(State C-S) NE1/4 Ann 4 WASCOB Cost \$3,043.00 C-S \$2,282.25
(Change in quarter)

•**2019 Pay Equity Report** – Submitted 1-25-2020

•**BWSR Work Order Contracts**

17-19-W001 (\$2,000); 17-19-W002 (\$2,000); 17-19-W003 (\$10,000) and 17-10-W099 (\$10,850)

•**Restitution**

•**2016 (Completed), 2017 and 2018 Audits**

•**Appendix – Cottonwood SWCD Operational Handbook – Accounting Principles**

•**ESRI County Contract** - \$3,750 with an addition cost of \$250 (ArcPad Maintenance) for the District

•**Personnel Policy Handbook**- Personnel Committee Meeting

•**Cottonwood SWCD 75th Anniversary** – February 5, 1945

•**Purchase** – Laptop Computer – MAWQCP – Estimated Cost - \$955 (but could be more with world market flux)

•**Upcoming Training** – SSTS – Continuing Education

Design CE/Inspector CE – Brainerd - \$295 plus Meals, Lodging

Soils CE – Austin - \$255 plus Meals, Lodging

•**Phased Retirement Option**

•**Request for Compensation** – Lost Leave and Compensatory Time – District Administrator

•**MN River Basin Water Storage Bill**

•**Meetings**

February	29	Des Moines Valley Deer Hunters Banquet – Windom	Staff
March	4	Watonwan 1W1P –HEI Meeting – Mankato	Clark, Kay, Dave, Josh
March	5	RCRCA/Area II Meeting – Marshall	Clark
March	5	Des Moines 1W1P Committee Meeting – Office	Kay, Josh
March	6	Soil Health Equipment Workshop – Edgerton	Hannah, Josh, Lee, Ashley
March	7	Farm and Home Show – Windom Booth and Table - \$75.00	Dave, Hannah
March	10	Commercial Animal Waste Tech Workshop-Slayton Registration \$25/person	Alex, Lee
March	12	Grant Reconciliation Meeting – Office	Kay, Kari
March	12	Conditional Use Permit Hearing – Office	Alex, Hannah
March	13	GBERBA Policy/Technical Meeting – Mankato	Clark, Staff
March	18	Watonwan 1W1P Policy Committee Meeting – St James	Clark, Staff
March	24-25	MASWCD Legislative Days – St Paul Registration \$90; Hotel \$129.99+tax; Parking \$10	Clark
March	24-26	MN Assn County Feedlot Officers Meeting – Alexandria	Alex, Lee
March	26	Cottonwood SWCD Board Meeting – Office	Supervisors, Staff
March	31	Southwest Prairie TSA Meeting – Marshall	Tom, Kay
June	13	Windom Riverfest Parade – Windom Registration \$10	Staff

4. **DISTRICT CONSERVATIONIST – CST LEADER – Karen Boysen**
5. **TECHNICIAN – Dave Bucklin – Written Report**
6. **FARM BILL ASSISTANT/PROGRAM TECHNICIAN – Becky Buchholz – Written Report**
7. **RESOURCE TECHNICIAN – Hannah Herzfeld – Written Report**
8. **WATERSHED TECHNICIAN – Josh Votruba – Written Report**
9. **PROGRAM TECHNICIAN/FEEDLOT ASSISTANT – Lee Tapper – Written Report**
10. **AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch – Written Report**
11. **AREA 5 CERTIFICATION SPECIALIST – Danielle Evers – Written Report**
12. **MN CONSERVATION CORP – MAWQCP INTERN – Ashley Broussard – Written Report**
13. **PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report**

Next Regular Meeting – Thursday, March 26 – 8:30 a.m. – Cottonwood SWCD Office