

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

March 26, 2020

Office Site of Meeting – Cottonwood SWCD Office – 210 10th Street, Windom, MN
Meeting will be conducted through Zoom with Conference Calling Capabilities
(login information will be sent prior to meeting)

CALL TO ORDER and ROLL CALL (all motions will be by Roll Call Vote)

AGENDA – Approval

MINUTES of February 27, 2020 Board Meeting

1. FINANCIAL – Kari Clouse/Kay Gross

- Financial Report (will be provided by March 26)
- Accounts Payable

2. COMMITTEE REPORTS and ACTION ITEMS

RCRCA – Clark Lingbeek

GBERBA – Clark Lingbeek

- Approve the Cottonwood SWCD Office as the designated meeting location for GBERBA during Health Crisis

1W1P WATONWAN – Clark Lingbeek, Tom Appel

- County/SWCD Declaration to allow GBERBA – Watonwan 1W1P Fiscal Agent (SWCD has declared)

1W1P DES MOINES – Dave Bucklin, Kay Gross

- Approval of Memorandum of Agreement

SOUTHWEST PRAIRIE JPO – Tom Muller

- Southwest Prairie TSA Vouchers, Financial and Administrative Report
- Approve the Cottonwood SWCD Office as the designed meeting location for TSA during Health Crisis
- Approve the Request for Extension to BWSR for the FY2018 - Enhanced Shared Technical Services Grant
- Approval DNR Annual Plan Agreement for Typhoon WMA \$5,000
- Contract Extension – Centrol – complete contract obligations totaling \$60,000 (balance \$6,180)
- Cancellation of First Quarter Southwest Prairie TSA Meeting – Scheduled for March 31, 2020

MASWCD and AREA V – Clark Lingbeek

COMMISSIONER REPORT – Tom Appel

3. ADMINISTRATIVE – Kay Gross

- First Quarter Supervisor Compensation and Expenses
- BWSR Lawns to Legumes Demonstration Neighborhood Program Grant Agreement - \$29,500
- BWSR Work Order Contracts
 - 17-20-W001 (\$2,000) – Professional and Technical Services – Easement 17-01-20-14
- GBERBA MAWQCP Contract and Payment Authorization – Additional SWCD Technical Assistance - \$6,000
- Adoption of Cottonwood County – Declaring a State of Emergency – Resolution 20-03-17A
- Utilization of Paid Leave during Public Health Emergency Policy and Form
- Restitution
- 2016 (Completed), 2017 and 2018 Audits
- Appendix – Cottonwood SWCD Operational Handbook – Accounting Principles
- Personnel Policy Handbook- Update
- Cottonwood SWCD 75th Anniversary – February 5, 1945
- Purchase – Laptop Computer – MAWQCP will exceed \$1,700 (update cost)
- MN River Basin Water Storage Bill – Support Letter
- Meetings

March	31	Southwest Prairie TSA Meeting – Windom (Media)	Kay, Tom
April	2	RCRCA/Area II Meeting – Redwood Falls	Clark
April	8	Des Moines 1W1P Meeting – Windom	Kay, Dave, Josh
April	10	GBERBA Executive Board Meeting – Mankato	Clark, Kay, Dave, Kari, Josh
April	14	Environmental Fair Meeting – Lake Shetek	Kari, Hannah
April	15	Watonwan 1W1P Steering Team Meeting – St. James	Kay, Dave, Josh
April	15-16	SSTS Continuing Education – Brainerd	Hannah
April	22	GBERBA Technical Meeting – Mankato	Kay, Dave, Josh, Ashley
April	23	Cottonwood SWCD Board Meeting – Office	Supervisors, Staff

- Essential Services – District 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, April 23 – 8:30 a.m. – Cottonwood SWCD Office