

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
May 28, 2020**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on May 28, 2020 through WebEx (video communications) . The meeting was called to order by Chairman Daryl Tasler at 8:55 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: Chairman, Daryl Tasler
Members by Media (WebEx): Vice Chairman, Tom Muller
Secretary, Jeremy Nerem
Treasurer, Cody Duroe
PR&I, Clark Lingbeek

Others Present in Office: District Administrator, Kay Gross
District Technician, Dave Bucklin
District Administrative Program Assistant, Kari Clouse
District Watershed Specialist, Josh Votruba
MN Iowa Conservation Corp, Ashley Broussard

Others Present by Media: Tom Appel, Cottonwood County Commissioner
Karen Boysen, NRCS District Conservationist
Jill Sackett Eberhart, BWSR Board Conservationist

Absent: None

CALL TO ORDER and ROLL CALL

AGENDA: Motion by Duroe, second by Nerem to approve the agenda with the addition of four Cost-Share Contracts, one GBERBA Cost-Share Final Payment, Public Access to Office and Supervisor Elections.

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

Opposed: None.

Motion carried.

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

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

Opposed: None.

Motion carried.

MAY FINANCIAL REPORT: Motion by Duroe, second by Nerem to approve the May Financial Report as presented and submit for audit.

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

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Nerem, second by Duroe to approve to pay May accounts payable totaling \$365,319.93.

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

Opposed: None.

Motion carried.

2017 and 2018 AUDIT UPDATE

RCRCA: Lingbeek

GBERBA: Lingbeek, Bucklin and Gross

WATONWAN 1W1P: Lingbeek, Appel, Bucklin, Gross and Votruba

DES MOINES 1W1P: Bucklin, Gross and Votruba

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

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

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

Opposed: None.

Motion carried.

SOUTHWEST PRAIRIE TSA CONTRACT WITH CENTROL

Motion by Duroe, second by Tasler to approve the Centrol contract for an additional 100 hours totaling \$6,000.00 with an end date of June 20, 2020.

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

Opposed: None.

Motion carried.

SOUTHWEST PRAIRIE QUARTERLY MEETING THROUGH WEBEX

Motion by Duroe, second by Muller to approve the quarterly Southwest Prairie TSA meeting on Wednesday, June 10 through WebEx.

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

Opposed: None.

Motion carried.

SOUTHWEST PRAIRIE TSA – MASWCD MONTHLY NEWSLETTER ARTICLE

MASWCD and AREA V: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

ADMINISTRATOR REPORT: Kay Gross

LAWNS TO LEGUMES COST-SHARE CONTRACT APPROVAL

Motion by Duroe, second by Nerem to approve the Lawns to Legumes Cost-Share contract for Steve Fresk (L2L-FY20-Cottonwood-01) for \$450.00.

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

Opposed: None.

Motion carried.

Motion by Duroe, second by Muller to approve the Lawns to Legumes Cost-Share contract for Jason Kloss (L2L-FY20-Cottonwood-02) for \$450.00.

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

Opposed: None.

Motion carried.

Motion by Muller, second by Nerem to approve the Lawns to Legumes Cost-Share contract for Joanne Kaiser (L2L-FY20-Cottonwood-03) for \$450.00.

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

Opposed: None.

Motion carried.

Motion by Muller, second by Duroe to approve the Lawns to Legumes Cost-Share contract for Lois Kraft (L2L-FY20-Cottonwood-04) for \$450.00.

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

Opposed: None.

Motion carried.

Motion by Muller, second by Duroe to approve the Lawns to Legumes Cost-Share contract for Margaret Horkey (L2L-FY20-Cottonwood-05) for \$450.00.

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

Opposed: None.

Motion carried.

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SWCD BOARD MINUTES
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Motion by Nerem, second by Muller to approve the Lawns to Legumes Cost-Share contract for Dale/Jane Boyer (L2L-FY20-Cottonwood-06) for \$450.00.

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

Opposed: None.

Motion carried.

GBERBA COST-SHARE CONTRACT FINAL PAYMENT

Motion by Duroe, second by Tasler to approve the GBERBA Cost-Share contract final payment for Tony Dick 17-08(319-TMDL-16) for \$914.34.

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

Opposed: None.

Motion carried.

WELL SEALING COST-SHARE CONTRACT APPROVAL

Motion by Muller, second by Duroe to approve the Well Sealing Cost-Share contract for Township of Amboy 2020-6 for \$484.67.

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

Opposed: None.

Motion carried.

JOB APPROVAL AUTHORITY

Motion by Tasler, second by Muller to approve the Job Approval Authority for Becky Buchholz, David Bucklin and Herman Bartsch as certified by David Voigt, NRCS Area Resource Conservationist on April 20, 2020 and signed by each respective staff member.

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

Opposed: None.

Motion carried.

PHASED RETIREMENT OPTION (PRO) BENEFITS AGREEMENT

Motion by Duroe, second by Tasler to approve the Phased Retirement Option (PRO) Benefits Agreement with David Bucklin starting on July 1, 2020 and ending on June 30, 2021 (with option to renew at Board discretion) with included benefit language, as stated in the agreement, including but not limited to reduction in hours to half-time (1,044 hours) and in health insurance and other benefits as agreed to in the agreement signed by David Bucklin.

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

Opposed: None.

Motion carried.

LAPTOP PURCHASE and UPGRADE OF EXISTING LAPTOP

Motion by Nerem, second by Tasler to approve the purchase of a new laptop (\$1,938) and the upgrading of an existing laptop for offsite use.

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

Opposed: None.

Motion carried.

PERSONNEL POLICY HANDBOOK – APPENDIX – CELL PHONE and CLOTHING ALLOWANCE STIPENDS

Motion by Nerem, second by Lingbeek to approve the Personnel Policy Handbook, Appendix and Cell Phone and Clothing Allowance stipends with changes as directed by the Board of Supervisors

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

Opposed: None.

Motion carried.

PUBLIC ACCESS TO SWCD/COUNTY OFFICE BUILDING

BWSR FUNDING – DISTRICT CAPACITY, CLEAN WATER LEGACY and CREP OUTREACH IMPLEMENTATION

SUPERVISOR ELECTIONS – Filing Date May 19 to June 2, 2020

JUNE MEETING DATES

SUPERVISOR MEETINGS – ALL MEETINGS SUBJECT TO CONFERENCE CALLING OR WEBEX

June 3 – RCRC/ Area II Meeting – Zoom; June 10 – Southwest Prairie TSA Quarterly Meeting – WebEx; June 12 - GBERBA Executive Meeting – WebEx; June 25 - Cottonwood SWCD Board - WebEx.

SWCD EMPLOYEE MEETINGS

June 4 – Southwest Prairie TSA Manager’s Meeting – WebEx; June 10 - Southwest Prairie TSA Quarterly Meeting – WebEx; June 11 – State TSA Manager’s Meeting – WebEx; June 12 – GBERBA Executive Board Meeting – WebEx; June 24 - GBERBA Technical Meeting – WebEx; June 25 - Cottonwood SWCD Board Meeting – WebEx.

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

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

Opposed: None.

Motion carried.

NRCS DISTRICT CONSERVATIONIST - – Karen Boysen

Local Work Group Meeting to be held in June and Delegation of Authority of Karen Boysen by State Conservationist.

BOARD OF WATER AND SOIL RESOURCES – Jill Sackett Eberhart

We are still under obligation to the state for completion of our financial sanctions as directed by the Board of Water and Soil Resources and need to have the audits completed 2016 – 2019 by October 31, 2020.

SENIOR TECHNICIAN – Dave Bucklin – Written Report

FARM BILL/PROGRAM TECHNICIAN – Becky Buchholz – Written Report

RESOURCE TECHNICIAN – Hannah Herzfeld – Written Report

WATERSHED SPECIALIST – 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 10:50 a.m.

Next Meeting will be on THURSDAY, June 25, 2020 at 8:30 a.m. at the District Office (by WebEx).

District Supervisor

District Administrator