

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
December 22, 2020**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on December 22, 2020 through WebEx (video communications) . The meeting was called to order by Vice Chairman Tom Muller 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.

Members Present in Office or
Media (WebEx): Chairman, Daryl Tasler (WebEx)
 Vice Chairman, Tom Muller (In Office)
 Secretary, Jeremy Nerem (WebEx)
 PR&I, Clark Lingbeek (WebEx)

Others Present: District Administrator, Kay Gross
 District Technician, Dave Bucklin (WebEx)
 Kari Clouse, Administrative Program Assistant

Others Present by Media: Tom Appel, Cottonwood County Commissioner (WebEx)

Absent: Treasurer, Cody Duroe

CALL TO ORDER and ROLL CALL

AGENDA: Motion by Nerem, second by Lingbeek to approve the agenda as presented with the addition of SWPTSA Financial Report – FY2018 Enhanced Shared Technical Services and GBERBA Contract Final Payment for Darby Harder.

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

Opposed: None.

Motion carried.

MINUTES: Motion by Tasler, second by Lingbeek to approve the November 24, 2020 Board Meeting minutes.

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

Opposed: None.

Motion carried.

DECEMBER FINANCIAL REPORT: Motion by Nerem, second by Lingbeek to approve the December Financial Report as presented and submit for audit.

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

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Muller, second by Lingbeek to approve and pay December accounts payable totaling \$17,924.63.

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

Opposed: None.

Motion carried.

FOURTH QUARTER COMPENSATION AND EXPENSES: The following meetings and expenses were approved for payment:

October 1 – RCRCA/Area II Meeting – Zoom - \$75.00; October 9 – GBERBA Executive Meeting – Zoom - \$75.00; October 12 - 1W1P – Policy Committee Meeting – WebEx - \$75.00; October 22 – SWCD Board Meeting – Office/WebEx - \$75.00.

November 12 - RCRCA/Area II Meeting – Zoom- \$75.00; November 19 – BWSR Southern Regional Meeting – Conference Call - \$75.00; November 20 – GBERBA Policy Meeting – WebEx - \$75.00; November 24 – SWCD Board Meeting – Office/WebEx - \$75.00; November 30 – Des Moines River 1W1P Orientation – WebEx - \$75.00.

December 3 - RCRCA/Area II Meeting – Zoom - \$75.00; December 4 – Watonwan 1W1P Executive Committee – Conference Call - \$75.00; December 8 – MASWCD State Convention – Zoom – \$75.00; December 15 – Personnel Committee – Interview and Employee Reviews – Office - \$75.00; December 18 – GBERBA Policy Board Meeting – WebEx - \$75.00; December 22 – SWCD Board Meeting – WebEx - \$75.00.

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SWCD BOARD MINUTES
DECEMBER 22, 2020

Motion by Lingbeek, second by Nerem to approve the fourth quarter supervisor compensation and expenses.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

ACCOUNTS PAYABLE and PAYROLL AS OF DECEMBER 31, 2020: Motion by Tasler, second by Nerem to approve the payment of all accounts payable and payroll as of December 31, 2020.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

AUDIT UPDATE 2018 and 2019

At this time the 2018 Draft Financial Audit with the State Auditor's Office sent a letter and completed the review for review and the 2019 audit work has commenced by another individual.

MN CAMPAIGN FINANCE BOARD: Reminder for Board Members to Complete their Statements of Economic Interest

RCRCA: Lingbeek

GBERBA: Lingbeek, Bucklin and Gross

GBERBA 2021 COORDINATOR CONTRACT

Motion by Nerem, second by Lingbeek to approve the signing of the 2021 GBERBA Coordinator Contract by Supervisor Clark Lingbeek at the January GBERBA Policy Board Meeting.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

WATONWAN 1W1P: Lingbeek, Appel, Bucklin and Gross

DES MOINES 1W1P: Bucklin and Gross

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

Motion by Tasler, second by Muller to approve the Southwest Prairie November Vouchers, Monthly Financials and December Administrative Report.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

BWSR FINANCIAL REPORT – FY2018 ENHANCED SHARED TECHNICAL SERVICES GRANT

Motion by Nerem, second by Tasler to approve the signing of the BWSR Financial Report – FY2018 Enhanced Shared Technical Services Grant.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

MASWCD and AREA V: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

ADMINISTRATOR REPORT: Kay Gross

STATE COST-SHARE CONTRACT FINAL PAYMENT

Motion by Lingbeek, second by Tasler to approve the State Cost-Share Contract final payment for Steven Geis Contract #19-06 totaling \$10,000.00.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

GBERBA COST-SHARE CONTRACT FINAL PAYMENT

Motion by Nerem, second by Muller to approve the GBERBA Cost-Share Contract final payment for Darby Harder Contract #319-TMDL-16-17-10 totaling \$1,277.55.
Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

WELL SEALING COST-SHARE CONTRACT APPROVAL

Motion by Tasler, second by Nerem to approve the Well Sealing Cost-Share contracts for Cottonwood County 2020-18 (\$525.00), Raymond Nerem 2020-19 & 20 (\$425.00 and \$425.00), Gaylen Mattison 2020-21 (\$850.00).

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

Opposed: None.

Motion carried.

PERSONNEL COMMITTEE RECOMMENDATION - EMPLOYEE REVIEWS

Motion by Nerem, second by Tasler to approve the SWCD Employee Reviews and Personnel Committee recommendations starting January 1, 2021 including a 2% COLA. Grade and Range changes are as follows: District Administrator – Grade 12 Range M to N; Senior District Technician – Same/Static; Farm Bill/Program Technician Grade 11 Range I to K; Area 6 Specialist Grade Static/Same; Administrative Program Assistant Grade 7 Range H to I; Program Technician Grade 6 Range B to Grade 7 Range C.

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

Opposed: None.

Motion carried.

TSA STAFF REVIEWS

Motion by Tasler, second by Muller to approve the TSA staff review recommendations by Dave Bucklin and Becky Buchholz and submit.

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

Opposed: None.

Motion carried.

RESOLUTION TO ADOPT and IMPLEMENT the WATONWAN RIVER COMPREHENSIVE WATERSHED MANAGEMENT PLAN

Motion by Lingbeek, second by Tasler to approve the Resolution to Adopt and Implement the Watonwan River Comprehensive Watershed Management.

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

Opposed: None.

Motion carried.

DECEMBER HOLIDAY DECLARATION BY COUNTY

Motion by Tasler second by Lingbeek to approve the December Holiday hours as declared by Cottonwood County including Office closure on December 24 at 12:00 noon and closing at 3:00 p.m. on December 31.

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

Opposed: None.

Motion carried.

JANUARY MEETING DATES

SUPERVISOR MEETINGS – ALL MEETINGS SUBJECT TO CONFERENCE CALLING OR WEBEX

January 7 - RCRCA/Area II Meeting – Zoom; January 13 – Southwest Prairie TSA Meeting – WebEx; January 15 - GBERBA Policy Board Meeting – WebEx (Office); January 28 - Cottonwood SWCD Board – WebEx (Office).

SWCD EMPLOYEE MEETINGS

January 7 – NACD Presentation – Zoom; January 11 – Watonwan Steering Team Meeting – WebEx; January 13 – Southwest Prairie TSA Meeting – WebEx; January 14 – Des Moines 1W1P Steering Team Meeting – Virtual; January 15 - GBERBA Policy Board Meeting – WebEx(Office); January 20 – Watonwan Steering Team Meeting – Web Ex; January 27 – GBERBA Technical Committee Meeting – Virtual; January 28 - Cottonwood SWCD Board – WebEx(Office).

Motion by Lingbeek, second by Nerem to approve the Supervisor and Employee meetings and expenses for the month of January 2021.

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

Opposed: None.

Motion carried.

NRCS DISTRICT CONSERVATIONIST – Karen Boysen
SENIOR TECHNICIAN – Dave Bucklin – Written Report
FARM BILL/PROGRAM TECHNICIAN – Becky Buchholz – 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 Vice Chairman at 10:07 a.m.

Next Meeting will be on THURSDAY, January 28, 2020 at 8:30 a.m. at the District Office (by WebEx).

District Supervisor

District Administrator