

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
January 28, 2021**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on January 28, 2021 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):

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
Kari Clouse, Administrative Program Assistant
Dru Larson, MN/IA Conservation Corps Intern

Others Present by Media:

Tom Appel, Cottonwood County Commissioner (WebEx)

Absent:

Chairman, Daryl Tasler
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 Representation Letter CliftonLarsonAllen and Billing, Capital Outlay, County Buffer C-S Contract and Final Payment, Well Sealing and BWSR Work Order Contract.

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

Opposed: None.

Motion carried.

CONSENT AGENDA: Motion by Lingbeek, second by Nerem to approve the consent agenda including the 2021 Board Positions, Committees, Banking Institutions, Mileage Rate and Official Newspaper, Copies, Health and Life Insurance and District Payables as presented.

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

Motion carried.

Tom Muller will continue as Chair.

MINUTES: Motion by Nerem, second by Lingbeek to approve the December 22, 2020 Board Meeting minutes.

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

Opposed: None.

Motion carried.

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

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

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Nerem, second by Lingbeek to approve and pay January accounts payable totaling \$41,541.79.

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

Opposed: None.

Motion carried.

REPRESENTATION LETTER – CLIFTONLARSON ALLEN – 2018 AUDIT: Motion Nerem, second by Lingbeek to approve the signing of the CliftonLarsonAllen Representation Letter for our audit ending December 31, 2018.

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

Opposed: None.

Motion carried.

AUDIT UPDATE 2018 and 2019

The 2018 Audit has been completed and report submitted with copies coming to the office within the week. 2019 audit has been started in in the review stage by Laura Buechner. Discussion on making payment.

Motion by Lingbeek, second by Nerem to approve the CliftonLarsonAllen bill for 2019 audit totaling \$2,625.00.

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

Opposed: None.

Motion carried.

CAPITAL OUTLAY

Motion by Nerem, second by Lingbeek to approve the Capital Outlay threshold from \$1,000 to \$2,500.00.

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

Opposed: None.

Motion carried.

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

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 Lingbeek, second by Nerem to approve the Southwest Prairie December Monthly Financials and January Administrative Report.

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

Opposed: None.

Motion carried.

FOURTH ROUND NACD TECHNICAL ASSISTANCE GRANT TA2021

Motion by Nerem, second by Lingbeek to approve the submission of a fourth round of NACD Technical Assistance Grant TA2021.

Roll Call Vote: 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

COUNTY BUFFER COST-SHARE CONTACT and FINAL PAYMENT

Motion by Nerem, second by Lingbeek to approve the County Buffer Cost-Share Contract CB20-01 and make the final payment on Contract CB20-01 totaling \$2,619.43 for Ramont Schrock.

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

Opposed: None.

Motion carried.

WELL SEALING COST-SHARE CONTRACT

Motion by Lingbeek, second by Nerem to approve the 2021-01 Well Sealing Cost-Share Contract for Cottonwood County and authorize final payment totaling \$950.00 for Darelyn Harrington.

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

Opposed: None.

Motion carried.

JOB APPROVAL AUTHORITY

Motion by Lingbeek, second by Nerem to approve the Job Approval Authority for Program Technician/Farm Bill Assistant Becky Buchholz and Program Technician2 Lee Tapper as authorized by the Natural Resources Conservation Service.
Roll Call Vote: Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

BWSR – WORK ORDER CONTRACT

Motion by Nerem, second by Lingbeek to approve the BWSR Work 17-20-W006 totaling \$2,000.00.
Roll Call Vote: Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

UPCOMING TRAINING

Motion by Lingbeek, second by Nerem to approve SSTS Design Course Training – Alexandria February 1-5 registration \$495 plus lodging, meals and mileage, SSTS Continuing Education Training – Mankato – March 4-5 registration \$195 and lodging and meals.
Roll Call Vote: Muller – Yes Nerem – Yes Lingbeek – Yes
Opposed: None.
Motion carried.

JANUARY MEETING DATES

SUPERVISOR MEETINGS – ALL MEETINGS SUBJECT TO CONFERENCE CALLING OR WEBEX

February 4 - RCRC/Area II Meeting – Zoom; February 12 - GBERBA Executive Board Meeting – WebEx (Office); February 25 - Cottonwood SWCD Board – WebEx (Office).

SWCD EMPLOYEE MEETINGS

February 1-5 – SSTS Design Course – Alexandria; February 3 – Watonwan Steering Team Meeting – WebEx; February 8 – Watonwan Steering Team Meeting - WebEx; February 12 - GBERBA Executive Board Meeting – WebEx(Office); February 17 – Watonwan Steering Team Meeting – Web Ex; February 18 – MAFCO Meeting – WebEx; February 20 – Des Moines Valley Deer Hunters Association – Community Center; February 22 – Watonwan Steering Team Meeting – WebEx; February 24 – GBERBA Technical Committee Meeting – WebEx; February 25 - Cottonwood SWCD Board – WebEx(Office).

Motion by Muller, second by Nerem to approve the Supervisor and Employee meetings and expenses for the month of February 2021.
Roll Call Vote: 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 – Dru Larson – Written Report**
- PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report**

ADJOURNMENT: Meeting adjourned by the Chairman at 10:35 a.m.

Next Meeting will be on **THURSDAY, February 25, 2021 at 8:30 a.m.** at the District Office (by WebEx).

District Supervisor

District Administrator