

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
DECEMBER 21, 2021**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on December 21, 2021 (WebEx available). The meeting was called to order by Chairman Tom Muller at 9:11 a.m.

Members Present in Office or
Media (WebEx):

Chairman, Tom Muller (Office)
Vice Chairman, Jeremy Nerem (Office)
Treasurer, Clark Lingbeek (Office)
PR&I, Daryl Tasler (Office)

Others Present:

District Administrator, Kay Gross (Office)
Dave Bucklin, District Technician (Office)
Kari Clouse, Administrative Program Assistant (Office)
Jake Gross, Watershed Technician (Office)

Absent:

Secretary, Cody Duroe
Tom Appel, Cottonwood County Commissioner
Karen Boysen, NRCS CST Leader

CALL TO ORDER and ROLL CALL

AGENDA: Motion by Nerem, second by Lingbeek to approve the agenda as presented (with several additions).

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

Opposed: None.

Motion carried.

MINUTES: Motion by Tasler, second by Lingbeek to approve the November 23, 2021 Board Meeting minutes.

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

Opposed: None.

Motion carried.

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

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

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Tasler, second by Lingbeek to approve and pay December accounts payable totaling \$18,610.57.

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

Opposed: None.

Motion carried.

REPRESENTATION LETTER and 2020 AUDIT

Motion by Nerem, second by Tasler to approve the Representation Letter to Peterson and Company for the 2020 Audit.

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

Opposed: None.

Motion carried.

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

October 7 – RCRC/CA/Area II Meeting – Redwood Falls/Zoom - \$125.00; October 15 – GBERBA Executive Meeting – Office/WebEx - \$125.00; October 19 – SWCD Board Meeting – Office/WebEx - \$125.00; October 21 – Des Moines 1W1P Policy Board Meeting - Windom.

November 4 - RCRC/CA/Area II Legislative Meeting – New Ulm - \$125.00; November 18 – Area V MASWCD Meeting – Marshall - \$125.00; November 19 - GBERBA Policy Board Meeting – Mountain Lake - \$125.00; November 23 – SWCD Board Meeting – Office/WebEx - \$125.00.

December 2 - RCRC/CA/Area II Meeting – Redwood Falls - \$125.00; December 12-14 – MASWCD State Convention – Bloomington – \$125.00; December 15 – Personnel Committee – Employee Reviews – Office - \$125.00; December 17 – GBERBA Executive Board Meeting – Office/WebEx - \$125.00; December 21 – SWCD Board Meeting – Office/WebEx - \$125.00; December 30 – Des Moines Policy Board Meeting – Windom - \$125.00.

Motion by Tasler, second by Lingbeek to approve the fourth quarter supervisor compensation and expenses.

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

Opposed: None.

Motion carried.

MN CAMPAIGN FINANCE and PUBLIC DISCLOSURE UPDATE

YEAR-END PAYROLL and PAYABLES

Motion by Nerem, second by Lingbeek to approve the Year-End Payroll and Accounts Payable disbursements by end of December 31, 2021.

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

Opposed: None.

Motion carried.

RCRCA: Lingbeek

GBERBA: Lingbeek, Bucklin and Gross

GBERBA 2022 ADMINISTRATIVE-TECHNICAL-FINANCIAL CONTRACT

Motion by Lingbeek, second by Nerem to approve the signing of the 2022 GBERBA Administrative-Technical-Financial Coordinator Contract.

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

Opposed: None.

Motion carried.

AREA 6 MAWQCP CERTIFICATION SPECIALIST CONTACT

Motion by Tasler, second by Nerem to approve the signing of the 2022-2023 GBERBA Area 6 MAWQCP Certification Specialist Contract.

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

Opposed: None.

Motion carried.

DES MOINES 1W1P: Muller and Gross

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT

Motion by Lingbeek, second by Tasler to approve the Southwest Prairie November Monthly Financials, November vouchers and December Administrative Report.

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

Opposed: None.

Motion carried.

MASWCD: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

ADMINISTRATOR REPORT: Kay Gross

FY2020 LAWNS to LEGUMES DEMONSTRATION NEIGHBOR GRANT (C20-8893) CONTRACT FINAL PAYMENT

Dwayne Jansma L2L-FY20-Jackson-01 Heron Lake 33 Pollinator Project Cost \$421.35 C-S \$379.22

Motion by Nerem, second by Tasler to approve the FY2020 Lawns to Legumes Demonstration Neighborhood Grant (C20-8893) Cost-Share contract final payment for Jansma L2L-FY20-Jackson-04 (\$379.22).

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

Opposed: None.

Motion carried.

2021 LOCAL WATER MANGEMENT – NRBG GRANT COTTONWOOD COUNTY (F21-6547) CONTRACT and PAYMENT APPROVAL

Andy Evers 2021-13 Midway 28 Well Sealing – 1 no. Cost \$785.00 C-S \$392.50

Motion by Tasler, second by Lingbeek to approve the 2021 Local Water Management – NRBG Grant Cottonwood County (F21-6547) contract and payment approval for Evers 2021-13 (\$392.50).

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

Opposed: None.

Motion carried.

GBERBA MAWQCP CERTIFICATION CONTRACT and PAYMENT AUTHORIZATION

Scott Schoper 17-5-27 Amboy 6 Worksheet Incentive Incentive \$100.00

Motion by Lingbeek, second by Nerem to approve the GBERBA MAWQCP certification contract and payment authorization for Schoper (\$100.00).

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

Opposed: None.

Motion carried.

COUNTY BUFFER COST-SHARE FINAL PAYMENT

D&D Ranch/David Determan CB-20-01 Germantown 32 Grass Seeding – 3,350 ft. Cost \$852.70 C-S \$852.70

Motion by Tasler, second by Lingbeek to approve the County Buffer Cost-Share final payment for D&D Ranch/David Determan totaling \$852.70.

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

Opposed: None.

Motion carried.

RESIGNATION OF PROGRAM TECHNICIAN/FEEDLOT ASSISTANT

Motion by Lingbeek, second by Nerem to accept the resignation of Lee Tapper, Program Technician/Feedlot Assistant with final day of work December 31, 2021. Per the District Employee Handbook sick leave will be paid out at 25% (0-5 years) and 100% of annual leave totaling \$716.64.

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

Opposed: None.

Motion carried.

PERSONNEL COMMITTEE RECOMMENDATION - EMPLOYEE REVIEWS

Motion by Tasler, second by Nerem to approve the SWCD Employee Reviews and Personnel Committee recommendations starting January 1, 2022 including a 2.5% COLA. No changes to Grades or Ranges. The Watershed Specialist will be given the increase as of January 1, with 6th month review to follow in April.

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

Opposed: None.

Motion carried.

TRAINING REQUESTS – SSTS Training – Jake Gross and Alex Schultz – Total Registration - \$1,940/staff

Intro to Onsite Systems – Mankato – February 7 – 9 - \$410.00, plus lodging and meals
Installing Onsite Systems – Mankato – February 10 – 11 - \$315.00, plus lodging and meals
Basic Design of Onsite Systems – Alexandria – March 28 – April 1 - \$525.00, plus lodging and meals
Inspecting Onsite Systems – Alexandria – May 1 – 3 - \$330.00, plus lodging and meals
Soils – Alexandria – May 23 – 25 - \$360.00, plus lodging and meals

Motion byTasler, second by Lingbeek to approve the SSTS training registrations, hotels and meals for Jake Gross and Alex Schultz totaling \$1,940/staff (registrations).

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

Opposed: None.

Motion carried.

JANUARY MEETING DATES

SUPERVISOR MEETINGS

January 5 – Southwest Prairie TSA Meeting and Personnel Reviews – Marshall; January 6 – RCRC/A Area II Meeting – Marshall; January 14 – GBERBA Policy Board Meeting – WebEx; January 27 – SWCD Board Meeting – Office/WebEx.

SWCD EMPLOYEE MEETINGS

January 5 – Southwest Prairie TSA Meeting and Personnel Reviews – Marshall; January 12 - Des Moines Steering Team Meeting – Windom; January 14 – GBERBA Policy Board Meeting – WebEx; January 26– GBERBA Executive Board Meeting – WebEx; January 27 – SWCD Board Meeting – Office.

Motion by Tasler, second by Lingbeek to approve the Supervisor and Employee meetings and expenses for the month of January 2022.

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

Opposed: None.

Motion carried.

NRCS – Karen Boysen, NRCS CST Leader – Not in Attendance

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 – Final Report

WATERSHED TECHNICIAN – Jake Gross – Written Report

MN CONSERVATION CORP MEMBER – Dru Larson – Final Report

PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman at 11:00 a.m.

Next Meeting will be on THURSDAY, JANUARY 27, 2021 at 8:30 a.m. at the District Office (by WebEx).

District Supervisor

District Administrator