

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
December 20, 2022**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on December 20, 2022 (WebEx available). The meeting was called to order by Chairman Jeremy Nerem at 10:03 a.m.

Members Present in Office or

Media (WebEx): Chairman, Jeremy Nerem (WebEx)
Secretary, Clark Lingbeek (Office)
Treasurer, Daryl Tasler (Office)
PR&I, Tom Muller (Office)

Others Present:

District Administrator, Kay Gross (Office)
Dave Bucklin, Senior Technician (Office)
Kari Clouse, Administrative Program Assistant (Office)
Breanna Wagner, Program Technician (Office)
Nathan Harder, Program Technician (Office)
Shelly Lewis, Financial Coordinator, Southwest Prairie TSA
Kim Eisfield, Katie M. Jacobson CPA Firm

Absent:

Vice Chairman, Cody Duroe (Office)

CALL TO ORDER and ROLL CALL

Agenda: Motion by Muller, second by Lingbeek to approve the agenda as presented with additions.

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

Opposed: None.

Motion carried.

Minutes: Motion by Lingbeek, second by Muller to approve the November 22, 2022 Board Meeting minutes.

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

Opposed: None.

Motion carried.

Tasler arrived at 10:05 a.m.

Financial Report: Motion by Muller, second by Lingbeek to approve the December Financial Report as presented and submit for audit.

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

Opposed: None.

Motion carried.

Accounts Payable: Motion by Muller, second by Lingbeek to approve and pay December accounts payable totaling \$21,737.19.

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

Opposed: None.

Motion carried.

Fourth Quarter Compensation and Expenses: The following meetings and expenses were approved for payment:

October 6 – RCRCA/Area II Meeting – Redwood Falls - \$125.00; October 7 – Des Moines 1W1P Public Hearing and Policy Board Meeting – Windom; October 14 – GBERBA Executive Meeting – Office/WebEx- \$125.00; October 20 – SWCD Board Meeting – Office/WebEx - \$125.00.

November 3 - RCRCA/Area II Legislative Meeting – Dovray - \$125.00; November 17 – Area V MASWCD Meeting – Marshall - \$125.00; November 18 - GBERBA Policy Board/Technical Committee Meeting – Mankato/WebEx - \$125.00; November 22 – SWCD Board Meeting – Office/WebEx - \$125.00; November 30 – Soil Health Talk – Cottonwood County - \$125.00; Cottonwood/Little Cottonwood 1W1P Mtg – Lamberton - \$125.00

December 1 - RCRCA/Area II Meeting – Redwood Falls - \$125.00; December 8 – Personnel Committee – Employee Reviews – Office - \$125.00; December 12-14 – MASWCD State Convention – Bloomington – \$125.00; December 15 – Des Moines Policy Board Meeting – Windom - \$125.00; December 16 – GBERBA Executive Board Meeting – Office/WebEx - \$125.00; December 20 – SWCD Board Meeting – Office/WebEx - \$125.00.

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

MN Campaign Finance and Public Disclosure - Reminder

Year-End Payroll and Payables

Motion by Muller, second by Tasler to approve the Year-End Payroll and Accounts Payable disbursements by end of December 31, 2022.
Roll Call Vote: Nerem – Y Lingbeek – Y Tasler – Y Muller - Y
Opposed: None.
Motion carried.

Interest Rates for CDs – Bank Midwest

Motion by Muller, second by Tasler to approve the moving of funds from savings (Bank Midwest) to certificate of deposit \$50,000 nine-month CD at 3.5%.
Roll Call Vote: Nerem – Y Lingbeek – Y Tasler – Y Muller - Y
Opposed: None.
Motion carried.

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 Monthly Financials, December vouchers and December Administrative Report.
Roll Call Vote: Nerem – Y Lingbeek – Y Tasler – Y Muller - Y
Opposed: None.
Motion carried.

2021 Audit Southwest Prairie TSA

Motion by Tasler, second by Lingbeek to approve the June 30, 2022 Audit for the Southwest Prairie TSA as completed by Katie M. Jacobson, CPA.
Roll Call Vote: Nerem – Y Lingbeek – Y Tasler – Y Muller - Y
Opposed: None.
Motion carried.

All Contracts with TSA are Continued Until Terminated
TSA Meeting and Reviews– January 18, Marshall, MN

Southwest Prairie TSA Purchases

Motion by Muller, second by Lingbeek to approve the purchase of the following items, track system (\$5,052.95), Side-by-Side (\$28,599.00) and 2-Trimble R12i (\$52,108.60) total cost \$85,760.55.
Roll Call Vote: Nerem – Y Lingbeek – Y Tasler – Y Muller - Y
Opposed: None.
Motion carried.

Tasler left at 10:59 a.m.

RCRCA: Lingbeek

GBERBA: Lingbeek, Bucklin and Gross

GBERBA 2023 Administrative-Technical-Financial Contract

Motion by Muller, second by Lingbeek to approve the signing of the 2023 GBERBA Administrative-Technical-Financial Coordinator Contract.
Roll Call Vote: Nerem – Y Lingbeek – Y Muller - Y
Opposed: None.
Motion carried.

MAWQCP Certification Specialist Contracts – Ends December 31, 2023

Des Moines 1W1P: Muller, Tasler and Gross

Cottonwood/Little Cottonwood 1W1P: Gross

Motion by Muller, second by Lingbeek to approve the Memorandum of Agreement for the Cottonwood-Middle Minnesota Watershed (Little Cottonwood) by the Cottonwood Soil and Water Conservation District.

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

Opposed: None.

Motion carried.

Area V Meeting: Lingbeek

MASWCD: Lingbeek

NRCS: None

Cottonwood County Commissioner: Commissioner Tom Appel

Representative Elect – Marj Fogelman

ADMINISTRATOR REPORT: Kay Gross

FY2020 Lawns to Legumes Demonstration Neighborhood Grant (C20-8893) Cost-Share Contract Final Payment

Carol Hartman L2L-FY20-Cottonwood-20 Great Bend 25 Pollinator Project Cost \$38.41 C-S \$34.57

Motion by Muller, second by Lingbeek to approve the FY2020 Lawns to Legumes Demonstration Neighborhood Grant (C20-8893) Cost-Share contract final payment for Carol Hartman L2L-FY20-Cottonwood- (\$34.57).

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

Opposed: None.

Motion carried

GBERBA Payment Approval FY2021 BWSR CWF – Watonwan Watershed Drinking Water Protection Grant Agreement (C21-8921)

Joyce Bucklin 17-03(CWF-WWDW-21) Midway 32 Bioretention Basin – 1 no. Cost \$1,531.91 C-S \$1,169.43

Motion by Lingbeek, second by Muller to approve the GBERBA Cost-Share contract final payment GBERBA Payment Approval FY2021 BWSR CWF – Watonwan Watershed Drinking Water Protection Grant Agreement (C21-8921)

Joyce Bucklin 17-03(CWF-WWDW-21) Bioretention Basin (\$1,169.43).

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

Opposed: None.

Motion carried.

FY2022 Local Water Management – NRBG Grant (P22-6296) Well Sealing Contract and Payment

Alex Sykora	2022-08	Dale 14	Well Decommissioning – 1 no.	Cost \$800.00	C-S \$400.00
Damien Miller	2022-09	Amo 33	Well Decommissioning – 1 no.	Cost \$1,000.00	C-S \$500.00
Jacob Miller	2022-10	Amo 16	Well Decommissioning - 2. No.	Cost \$2,000.00	C-S \$1,000.00

Motion by Muller, second by Lingbeek to approve the FY2022 Local Water Management – NRBG Grant (P22-6296) Well Sealing Contract and Payment for Sykora 2022-08 Well Sealing (\$400.00); D. Miller 2022-09 Well Sealing (\$500.00) and J. Miller 2022-10 Well Sealing (2) (\$1,000.00).

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

Opposed: None.

Motion carried

Recommendations from Personnel Committee

Motion by Lingbeek, second by Tasler to approve the SWCD Employee Reviews and Personnel Committee recommendations starting January 1, 2023 including a 3% COLA. Sixth month reviews completed for Program Technicians with Wagner move from Grade 9 A to 9 C; and Harder from Grade 7 A to Grade 8 C. Other changes include Senior Technician move from Grade 10 M to Grade 10 N; Area 6 Certification Specialist move from Grade 11 Range I to Grade 11 Range J.

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

Opposed: None.

Motion carried

Parental Leave Request

Motion by Lingbeek, second by Muller to approve the Parental Leave for District Farm Bill/Program Technician for a minimum of 12 weeks but could be extended in need to secure daycare. No anticipation of leave without pay.

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

Opposed: None.

Motion carried.

Soil Health Grant Cost-Share Policy (P23-2678)

Motion by Muller, second by Lingbeek to approve the Soil Health Grant Cost-Share Policy (P23-2678).

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

Opposed: None.

Motion carried.

Training Requests – SSTS Training – Breanna Wagner and Nathan Harder – Total Registration - \$2,125/staff

Intro to Onsite Systems – Waite Park – January 9 – 11 - \$440.00, plus lodging and meals

Installing Onsite Systems – Waite Park – January 12 – 13 - \$355.00, plus lodging and meals

Basic Design of Onsite Systems – Alexandria – February 27 – March 3 - \$570.00, plus lodging and meals

Soils – Alexandria – May 15-17 - \$380.00, plus lodging and meals (Breanna)

Inspecting Onsite Systems – Alexandria – June 21 - 23 - \$380.00, plus lodging and meals (Breanna)

Soils – Mankato – September 18 - 20 - \$380.00, plus lodging and meals (Nathan)

Inspecting Onsite Systems – Alexandria – October 9 - 11 - \$380.00, plus lodging and meals (Nathan)

Motion by Muller, second by Lingbeek to approve the SSTS training registrations, hotels and meals for Breanna Wagner and Nathan Harder totaling \$2,125/staff (registrations).

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

Opposed: None.

Motion carried.

Tasler re-entered meeting at 12:04 p.m.

Adopt-A-Highway

Motion by Muller, second by Tasler to renew our Adopt-A-Highway contact for 2023 and 2024.

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

Opposed: None.

Motion carried.

January Meeting Dates

Supervisor Meetings

January 5 - RCRCA/Area II Meetings – Marshall; January 13 - GBERBA Policy Board Meeting – Mankato; January 18 - SW Prairie TSA – Personnel Reviews/Meeting–Marshall; January 19 - Des Moines Policy Board Meeting – Windom; January 26 - SWCD Board Meeting – Office/WebEx.

SWCD Employee Meetings

January 9-13 - SSTS Intro-Install Training – Waite Park; January 11 - Des Moines Steering Team Meeting – Windom; January 13 - GBERBA Policy Board Meeting – Mankato; January 18 - SW Prairie TSA – Personnel Reviews/Meeting–Marshall; January 19 - Des Moines Policy Board Meeting – Windom; January 25 - GBERBA Technical Meeting – WebEx; January 26 - SWCD Board Meeting – Office/WebEx.

Motion by Lingbeek, second by Tasler to approve the Supervisor and Employee meetings and expenses for the month of January 2023.

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

Opposed: None.

Motion carried.

SENIOR TECHNICIAN – Dave Bucklin – Written Report

FARM BILL/PROGRAM TECHNICIAN – Becky Buchholz – Written Report

PROGRAM TECHNICIAN – Breanna Wagner – Written Report

PROGRAM TECHNICIAN – Nathan Harder – Written Report

AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch – Written Report

AREA 5 CERTIFICATION SPECIALIST – Danielle Evers – Written Report

MN CONSERVATION CORP MEMBER – Position Open

PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman at 12:06 p.m.

Next Meeting will be on Thursday, January 26, 2023 at 8:30 a.m. at the District Office (by WebEx).

District Supervisor

District Administrator