COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
January 23, 2025

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on January 23, 2025 (WebEx available). The meeting was called to order by Chairman Clark Lingbeek at 8:40 a.m.

Members Present in Office or Media (WebEx):	Chairman, Clark Lingbeek (Office) Vice Chairman, Daryl Tasler (Office) Treasurer, Jeremy Nerem (Office)
Absent:	Secretary, Tom Muller PR&I, Cody Duroe
Others Present:	District Administrator, Kay Gross District Technician, Dave Bucklin District Technician/Farm Bill, Becky Buchholz District Administrative Program Assistant, Kari Clouse District Administrative Assistant, Annitra Moody County Commissioner, Tom Appel

CALL TO ORDER and ROLL CALL

Agenda: Motion by Nerem, second by Tasler to approve the agenda as presented.
Roll Call Vote: Lingbeek – Y Tasler – Y Nerem – Y
Opposed: None.
Motion carried.

Minutes: Motion by Nerem, second by Tasler to approve the December 17, 2024 Board Meeting minutes.
Roll Call Vote: Lingbeek – Y Tasler – Y Nerem – Y
Opposed: None.
Motion carried.

Consent Agenda: Motion by Tasler, second by Nerem to approve the consent agenda including the 2025 Board Positions, Committees, Banking Institution, Mileage Rate and Official Newspaper, Copies, Health and Life Insurance and District Payables with charges; Grant Signing Authority and BWSR Final Financial Reports – Elink.
Roll Call Vote: Lingbeek – Y Tasler – Y Nerem – Y
Motion carried.

Daryl Tasler took over Chairman duties.

Financial Report: Motion by Lingbeek, second by Nerem to approve the January Financial Report as presented and submit for audit.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Accounts Payable: Motion by Lingbeek, second by Nerem to approve and pay January accounts payable totaling $316,870.64.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Engagement Letter for 2024 Audit

Motion by Nerem, second by Lingbeek to approve the Engagement Letter to Peterson and Company for the 2024 Audit which will cost $6,500.00.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Bank Midwest – Check Signers
Motion by Tasler, second by Lingbeek to approve the deletion of Dave Bucklin as a District check signer with Bank Midwest.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Motion by Tasler, second by Lingbeek to approve the addition of Becky Buchholz as a District check signer with Bank Midwest.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

RCRCA: Lingbeek
GBERBA: Lingbeek, Bucklin and Gross
1W1P Des Moines: Muller, Tasler and Gross
1W1P Cottonwood/Little Cottonwood: Lingbeek, Gross
1W1P Blue Earth: Gross
Southwest Prairie TSA: Muller and Gross
Southwest Prairie TSA Vouchers and Financial Report
Motion by Nerem, second by Lingbeek to approve the Southwest Prairie January Administrative Report and December Financials and January vouchers.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

BWSR Soil Health Staff Support – Quarterly Reporting

Area V MASWCD: Lingbeek, Gross
Next Meeting – Thursday, February 20 (After)
Thursday, June 26 (Cottonwood Co) – Tour Schumacher's – Amo Creamery

MASWCD: Lingbeek, Gross **– Legislative Day at Capital**
NRCS – Non-Supervisory District Conservationist: Kiara Tomassini, Loren Clarke – Not in Attendance
Cottonwood County Commissioner: Commissioner Tom Appel

ADMINITRATOR REPORT: Kay Gross
BWSR – Cost-Share Contract Amendment - SWCD Programs & Operations Grant Agreement – FY2025 Conservation Contracts - (P25-0107)
Doug Willaby 25-05 Delton 24 Windbreak/Shelterbelt Establishment Original Cost $1,691.00 C-S $1,353.00
Increase in project cost adding additional row of trees Increase in C-S $1,147 New Cost $3,252.00 C-S $2,500.00

Motion by Nerem. second by Lingbeek to approve the BWSR – Cost-Share Contract Amendment - SWCD Programs & Operations Grant Agreement – FY2025 Conservation Contracts - (P25-0107) for Doug Willaby (25-05) Windbreak/Shelterbelt Establishment increase in the cost by $1,561.00 and increase in cost-share by $1,147.00 for a total of $2,500.00.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

BWSR – Cost-Share Contract Approval - SWCD Programs & Operations Grant Agreement – FY2025 Conservation Contracts - (P25-0107)
Mary Shaner 25-07 Germantown 24 Windbreak/Shelterbelt Establishment Cost $1,359.35 C-S $1,087.48
Richard Thom 25-08 Selma 8 Windbreak/Shelterbelt Establishment Cost $3,091.66 C-S $2,473.33

Motion by Lingbeek, second by Nerem, to approve the BWSR – Cost-Share Contract Approval - SWCD Programs & Operations Grant Agreement – FY2025 Conservation Contracts - (P25-0107) Mary Shaner (25-07) Windbreak/Shelterbelt Establishment ($1,087.48) and Richard Thom (25-08) Windbreak/Shelterbelt Establishment ($2,473.33).
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

MAWQCP – GBERBA Contract and Payment Authorization

Jon Ketzenberg	MAWQCP 17-5-34	Certification Completed	Incentive $200.00
Tim Ketzenberg	MAWQCP 17-5-35	Certification Completed	Incentive $200.00
Andrea Tiede	MAWQCP 17-5-40	Worksheet Completed	Incentive $100.00

Motion by Nerem, second by Lingbeek to approve MAWQCP – GBERBA Contract and Payment Authorization for Jon Ketzenberg MAWQCP 17-5-34 ($200.00); Tim Ketzenberg MAWQCP 17-5-35 ($200.00) and Andrea Tiede MAWQCP 17-5-40 ($100.00).
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

FY2025 Local Water Management – NRBG Grant (P25-0197) Well Sealing Contract and Payment

Arlen Klassen	2025-01	Great Bend 15	Well Decommissioning	Cost $1,095.00 C-S $525.00

Motion by Lingbeek, second by Nerem to approve the contract and payment FY2025 Local Water Management – NRBG Grant (P25-0197) Well Decommissioning for Klassen (2025-1) $525.00.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Soil Health Practices Grant – Discussion – Participation – Program Overview
Motion by Lingbeek, second by Nerem, to approve applying for the BWSR Soil Health Practices Grant Program.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

FY23 State Cost-Share Policy Change (Erosion Control and Water Management Program)
Motion by Lingbeek, second by Nerem FY23 State Cost-Share Policy (Erosion Control and Water Management Program) Change to include Non-Structural Land Management Practices criteria and flat rate payments.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

FY24 State Conservation Contracts Policy Change
Motion by Lingbeek, second by Nerem FY24 Conservation Program Policy 'State Cost-Share Policy' Change to include Flat Rate Cost-Share criteria; and remove the $1,000 tree removal funding option (no cost-share).
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Personnel Policy – Sick Leave Update
Motion by Nerem, second by Lingbeek to update the Cottonwood SWCD Personnel Sick Leave Policy to state that full-time employees shall accrue two (2) hours of sick leave at their regular rate of pay for every 40 hours worked, up to 104 hours in a calendar year. An employee shall not carry over more than 720 hours of sick leave at any given time.
And for those part-time employees working less than twenty (20) hours per week but who are anticipated to perform at least 80 hours of work for SWCD in a year and who are not covered by a collective bargaining agreement or other personnel policy granting sick leave, sick leave shall accrue at the rate of 2 hours for every 40 hours worked up to 48 hours accrued in a year, with carryover of unused hours into the next year up to a maximum total accrual of 80 hours.

Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Recommendations from Personnel Committee
Motion by Tasler, second by Lingbeek to approve the completion of the Probationary Period for the Administrative Assistant position starting February 2 and on the same date move the staff member from Grade A Range 8 to Grade C Range 8 on the SWCD pay scale.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Deer Hunters and Ducks Unlimited
Motion by Lingbeek, second by Nerem to approve the registration for staff to attend the Deer Hunters and Ducks Unlimited banquets 2025 and supply wood duck boxes as giveaways.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Soil Health Workshop – Highway 14 CLASIC
Motion by Nerem, second by Lingbeek to approve the Cottonwood SWCD as the Financial Coordinator for the event and to supply giveaways.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

January/February Meeting Dates
Supervisor Meetings
January 24 - GBERBA Policy Board Meeting – Mankato; February 7 - Area II/RCRCA Meeting – Marshall; February 14 - GBERBA Executive Board Meeting – Office/Virtual; February 19 – Cottonwood/Little Cottonwood 1W1P – Springfield; February 20 – Area V MASWCD Meeting – Virtual; February 20 - Des Moines Executive Committee Meeting – Office/Virtual; February 27 - Cottonwood SWCD Board Meeting – Virtual/Office.

SWCD Employee Meetings
January 24 - GBERBA Policy Board Meeting – Mankato/Virtual; January 28 - Basic Arc/Pro Training – (Lodging and Meals) – Alexandria; January 28 - Cover Crop Meeting – Mankato; January 29-30 - Soil Health Conference – Mankato; January 30-31 - SSTS Continuing Education Class – (Lodging and Meals) – Mankato; February 5-7 - Drainage Conference – Alexandria; February 13 - Planning Commission Meeting – BARC; February 13 - Soil Health Training – Marshall; February 14 - GBERBA Executive Board Meeting – Office/Virtual; February 18 - MPCA Feedlot Meeting - Office/Virtual; February 18 - MACDE Quarterly Meeting – Virtual; February 18 - Drainage Hearing – Courthouse; February 19 - Hwy 14 Lamberton Tour – Research Center; February 19 – Cottonwood/Little Cottonwood 1W1P – Springfield; February 20 – Area V MASWCD Meeting – Virtual; February 20 - Des Moines Executive Committee Meeting – Office/Virtual; February 26 - GBERBA Technical Committee – Virtual/Windom; February 27 - Cottonwood SWCD Board Meeting – Virtual/Office.

Motion by Nerem, second by Lingbeek to approve the Supervisor and Employee meetings and expenses for the month of January/February.
Roll Call Vote: Tasler – Y Nerem – Y Lingbeek - 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 – MAWQCP INTERN – Adriene Matthews – Written Report
PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman Clark Lingbeek at 11:20 a.m.

Next Meeting will be on <u>Thursday, February 27 at 8:30 a.m.</u> at the District Office.

District Supervisor **District Administrator**