COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
November 25, 2025

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on November 25, 2025 (WebEx available). The meeting was called to order by Chair Daryl Tasler at 8:40 a.m.

Members Present in Office or Media (WebEx):	Chairman, Daryl Tasler (Office) Vice Chairman, Tom Muller (Office) Treasurer, Cody Duroe (Office) Secretary, Jeremy Nerem (Office) PR&I, Clark Lingbeek (Online)
Absent:	None
Others Present:	District Administrator, Kay Gross; District Senior Technician, Becky Buchholz and District Administrative Assistant, Annitra Moody County Commissioner Tom Appel

CALL TO ORDER and ROLL CALL

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

Minutes: Motion by Muller, second by Duroe to approve the October 27, 2025 Board Meeting minutes.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

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

Accounts Payable: Motion by Duroe, second by Tasler to approve and pay November accounts payable totaling $20,481.34.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

RCRCA (Cottonwood 1W1P): Lingbeek
GBERBA: Lingbeek, Gross and Buchholz

GBERBA Contract for Services 2026 – Administrative-Technical-Financial Coordinators
Motion by Muller, second by Duroe to approve the signing of the 2026 GBERBA Administrative-Technical-Financial Coordinator Contract.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

GBERBA Contract for Services 2026-2027 – Area 6 South Central MDA – Area Certification Specialist
Motion by Duroe, second by Nerem to approve the signing of the 2026-2027 Contract for Services 2026-2027 – Area 6 South Central MDA – Area Certification Specialist.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

1W1P Des Moines: Muller, Tasler, Buchholz and Gross
1W1P Blue Earth: Gross
Southwest Prairie TSA: Muller and Gross
Southwest Prairie TSA Vouchers and Financial Report
Motion by Duroe, second by Nerem to approve the Southwest Prairie November Administrative Report and October Financials and November vouchers.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Personnel Policy Handbook Update - Paid Family Medical Leave
Motion by Nerem, second by Muller to approve the updating of the Personnel Policy Handbook and Paid Family Medical Leave section.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Area V MASWCD: Lingbeek, Gross – Next Meeting – February 19, 9:30 a.m. virtual
MASWCD: Lingbeek – Convention
NRCS: Karen Boysen, Acting CST – Cottonwood – Jackson – Martin – Watonwan – Not in Attendance
FSA: Rhonda Crowell, County Executive Director – Not in Attendance
Cottonwood County Commissioner: Commissioner Tom Appel - Report

ADMINITRATOR REPORT: Kay Gross
GBERBA CRP Incentive Contract Payment - FY25 Conservation Reserve Program State Incentive Grant Program Agreement (P25-0457)
Wesley J Kroeker Rev Trust CRP-25-17-05 Carson 20 5.17 ac – 10 yrs – CP21 Incentive $2,357.52

Motion by Muller, second by Duroe to approve the GBERBA CRP Incentive Contract Payment - FY25 Conservation Reserve Program State Incentive Grant Program Agreement (P25-0457) for Wesley J Kroeker Rev Trust (CRP-25-17-05) Incentive $2,357.52.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

BWSR Cost-Share Contract Amendment – WBIF – FY23-25 Des Moines River Watershed Implementation Grant Agreement (C23-0008)
Shirley Hobbs 23-DMRW-COT-024 Great Bend 25 Well Decommissioning Cost $500.00 C-S $250.00
Amendment to extend the install date from 12-1-2025 to 12-31-2026

Motion by Muller, second by Nerem to approve the BWSR Cost-Share Contract Amendment – WBIF – FY23-25 Des Moines River Watershed Implementation Grant Agreement (C23-0008) for Shirley Hobbs (23-DMRW-COT-024) Well Decommissioning to extend the install date from 12-1-2025 to 12-31-2026.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

RCPP (Grant #2) – Ranking and Committee Batching-Approval and Amendment – 10-27-2025 - $120,000
Contract 17-2-1 Ranking Points – 45 Total Acres – 3,551 Strip-Till Total Payment: $82,873.00
Approve Grant Funds (#2) – Grant Funds - $82,195 Local Funds - $678.00

Contract 17-3-1 Ranking Points – 35 Total Acres – 284.32 – Strip-Till Total Payment: $19,902.40
Approved Grant Funds (#3) – Local Funds - $19,902.40

Motion by Duroe, second Muller by to approve the RCPP (Grant #2) – Ranking and Committee Batching 11-25-2025 with Contract 17-2-1 (Ranking Points 45) Strip-Till (Grant Funds - $82,195 and Local Funds - $678.00) and Contract 17-3-1 (Ranking Points 35) Strip-Till (Grant Funds - $19,902.40).
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

FY2025 Local Water Management – NRBG Grant (P25-0197) Well Sealing Contract and Payment
Jack Van Gelderen 2025-04 Ann 21 Well Decommissioning – 2 no. Cost $2,000.00 C-S $1,000.00

Motion by Nerem, second by Duroe to approve FY2025 Local Water Management – NRBG Grant (P25-0197) Well Sealing Contract and Payment for Van Gelderen (2025-04) Well Decommissioning ($1,000.00).
Roll Call Vote: Tasler – Y Muller – Y Nerem - Y Duroe – Y Lingbeek - Y
Opposed: None.
Motion carried.

State of Minnesota – Professional and Technical Services – Work Order Contract – 17-25-W801
State of Minnesota – Professional and Technical Services – Work Order Contract – 17-25-W802
Motion by Muller, second by Duroe to approve the State of Minnesota – Professional and Technical Services – Work Order Contract 17-25-W801 Effective Date November 6, 2025 – January 31, 2029 for $4,000.00 (17-01-25-01) and State of Minnesota – Professional and Technical Services – Work Order Contract 17-25-W802 Effective Date November 6, 2025 – January 31, 2029 - $4,000 – 17-01-25-01 & 17-02-25-01.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

2026 Tree Price List

Support Letter – City of Windom
Motion by Duroe, second by Nerem to approve the Support Letter for the City of Windom and the 10th Street Improvement Project MNDOT Local Road Improvement Project grant application.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Talcot Lake Project - Update
Approved for the $1 million engineering phase. Request to work with the Southwest Prairie TSA staff to help facilitate our Joint Powers Agreement with the DNR.

String Lake Project - Update
Awaiting the funding cycle – December 30, 2025; Deer Hunters – Received the additional $5,000 from State MDHA Office

Job Description Updates – District Administrator and District Senior Technician
Motion by Muller, second by Duroe to approve the District Administrator and Senior Technician job descriptions.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Personnel Policy Handbook and Appendix Updates
Motion by Duroe, second by Muller to approve the Cottonwood SWCD Personnel Policy Handbook and Appendix.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Supervisors Sign Policy Acknowledgement for Paid Family Medical Leave

Incidental Vehicle Use – Senior Technician Becky Buchholz
Motion by Muller, second by Nerem to approve the Incidental Vehicle Use and permit Becky Buchholz to take an SWCD vehicle to and from her personal residence with the stipulation that the vehicle is for official SWCD use only.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Vehicle Purchase
Motion by Nerem, second by Duroe to approve the purchase of a 2025 Ford Explorer from Higley Ford for $40,869 plus use tax and an extended warranty of $5,205 4-year/125,000 miles.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

Meeting Date Change - Tuesday, December 16, 2025 – 9:30 a.m.
Motion by Nerem second by Duroe to approve the meeting date change for December to Tuesday, December 16 starting at 9:30 a.m.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

December Meeting Dates
Supervisor Meetings
December 1-3 – MASWCD State Convention – Bloomington (Registration, Lodging, Mileage and Meals);
December 4 - Area II/RCRCA – Redwood Falls; December 9 - Staff Reviews – Office; December 16 - SWCD Board Meeting – Office/Virtual; December 18 - Des Moines Executive Meeting – Office/Virtual; December 19 - GBERBA Executive Board Meeting – Office/Virtual.

SWCD Employee Meetings
December 1-3 - MASWCD State Convention – Bloomington (Registration, Lodging, Mileage and Meals); December 2-3 - Soil Health Conference – Mankato; December 9 - Staff Reviews – Office; December 10 - Mentor Meeting – Marshall; December 11 - Ag Inspector Meeting – St Paul; December 12 - MN Planning & Zoning Meeting – Redwood Falls; December 15-16 - SSTS Continuing Education – Rochester; December 16 - SWCD Board Meeting – Office/Virtual; December 18 - Des Moines Executive Meeting – Office/Virtual; December 19 - GBERBA Technical Committee Meeting – Office/Virtual; December 19 - GBERBA Executive Board Meeting – Office/Virtual.

Motion by Muller, second by Duroe to approve the Supervisor and Employee meetings and expenses for the month of December.
Roll Call Vote: Tasler – Y Muller - Y Duroe – Y Nerem – Y Lingbeek - Y
Opposed: None.
Motion carried.

SENIOR 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
COTTONWOOD COUNTY DRAINAGE INSPECTOR – Dylan Oeltjenbruns – Written Report

ADJOURNMENT: Meeting adjourned by the Chair Daryl Tasler at 11:53 a.m.

Next Meeting will be on <u>TUESDAY, DECEMBER 16 at 9:30 a.m.</u> at the District Office.

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District Supervisor **District Administrator**