COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
November 25, 2025
Cottonwood SWCD Office – 210 10th Street, Windom, MN

CALL TO ORDER and ROLL CALL
AGENDA – Approval
MINUTES of October 27, 2025 Board Meeting

1. FINANCIAL – Annitra Moody •Financial Report •Accounts Payable
2. COMMITTEE REPORTS and ACTION ITEMS
RCRCA – **Clark Lingbeek, Kay Gross, Becky Buchholz**
GBERBA – Clark Lingbeek
- •Contract for Services 2026 – Administrative-Technical-Financial Coordinators
- •Contract for Services 2026-2027 – Area 6 South Central MDA – Area Certification Specialist

1W1P DES MOINES – Becky Buchholz, Kay Gross
1W1P BLUE EARTH – Kay Gross
SOUTHWEST PRAIRIE JPO – Tom Muller
- •Southwest Prairie TSA Vouchers, Financial and Administrative Report
- •Personnel Policy Updates – Paid Family Medical Leave
- •Next Meeting – Reviews before Meeting In-Person – Wednesday, January 7 – 10:30 a.m. - Virtual

AREA V – Clark Lingbeek – Next Meeting – Thursday, February 19, 9:30 a.m. Virtual
MASWCD – Clark Lingbeek - MASWCD State Convention – Dec 1-3 Bloomington
NRCS – Karen Boysen, Acting CST Lead
FSA – Rhonda Crowell, County Executive Director
COMMISSIONER REPORT – Tom Appel
- •County Update •2026-2027 – NRBG Grant Agreement – To County for Adoption - $73,988

3. ADMINISTRATIVE – 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

•**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 $250.00 C-S $500.00
Amendment to extend the install date from 12-31-2025 to 12-31-2026

•**RCPP (Grant #2) – Ranking and Committee Batching-Approval – 11-25-25 - $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

•**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

•**State of Minnesota – Professional and Technical Services – Work Order Contract – 17-25-W801**
Effective Date November 6, 2025 – January 31, 2029 - $4,000 – 17-01-25-01
•**State of Minnesota – Professional and Technical Services – Work Order Contract – 17-25-W802**
Effective Date November 6, 2025 – January 31, 2029 - $4,000 – 17-02-25-01

•**2026 Tree Price List**
•**Support Letter – City of Windom**
•**Talcot Lake Project** – Approved for Engineering – Thoughts on contracting with Southwest Prairie TSA
•**String Lake Project** – On hold for State funding decision
•**Meeting Date Change** - Tuesday, December 16 – 9:30 a.m. (Potluck to follow)

•**Job Description Updates -** District Administrator and District Senior Technician

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- **Personnel Policy Handbook Update**
  - Hiring – No Inquiry into Applicants Pay History
  - Work Breaks – 15-minute break for every 4-hour period
  - Compensatory Time/Overtime – Max accumulation 272 hrs and Employee may request a buyout
  - Workers Compensation – Injury report hotline
  - Additional VEBA/HSA Incentive – Add PFML premiums (paid by employee) will be reimbursed the following year
  - Annual Leave - Employee may request a buyout
  - Request for Sick Leave – documentation for two consecutive scheduled workdays
  - MN Paid Leave – New Section – Medical Care
    - State Paid Partial Wage Replacement – Optional – Qualifying Events
      - Premiums – Split 50/50 – Employer – Employee
      - Supplemental Pay Is Allowed – If Requested – Use of Existing Annual/Sick or Comp Time
      - Intermittent leave may be taken in 8 hr increments
      - Benefits continue – if no wages from District arrangement will be made for insurance payments
      - Accrual of leave (annual and sick) will continue during leave at full rate (only on SWCD wages)
  - MN Pregnancy and Parenting Leave
    - State Paid Partial Wage Replacement – Optional
      - 30-day advance notice – when foreseeable
      - Benefits continue – if no wages from District arrangement will be made for insurance payments
      - Accrual of leave (annual and sick) will continue during leave at full rate
  - Under MN Paid Leave – You can not collect Workman Compensation and Paid Leave at the same time
  - Overpayment will not be allowed and arrangement for reimbursement will be made
  - Nursing Mothers, Lactating Employees, and Pregnancy
  - Mileage and District Vehicle Use
    - Discretion on personal use of SWCD vehicle must be minimal and approved by the District Administrator
    - Hands free (voice activated talk and text) is a permissible option while driving a vehicle through work
    - Under incidental vehicle use and work responsibilities staff are permitted to take the SWCD vehicle to and from their personal residence as approved by the District Administrator. SWCD vehicles are to be used for official use only or by the discretion of the District Administrator. If changes with job responsibilities increase the District Administrator and Board of Supervisors can authorize a change to daily use of vehicle to and from personal residence (if warranted).
  - Meals – Reimbursement when attending meetings, trainings or conferences in county or out of county
  - AI – New Policy

- **Supervisors Sign Policy Acknowledgement for Paid Family Medical Leave**
- **Incidental Vehicle Use – Senior Technician Becky Buchholz**
- **Purchase New Vehicle**
- **Meeting Date Change** – Tuesday, December 16 – 9:30 a.m.
- **Meetings**

December	1-3	MASWCD State Convention – Bloomington Registration, Lodging, Mileage and Meals	Supervisors, Staff
December	2-3	Soil Health Conference – Mankato	Nathan, Breanna
December	4	Area II/RCRCA – Redwood Falls	Clark
December	9	Staff Reviews – Office	Supervisors, Staff
December	10	Mentor Meeting – Marshall	Nathan, Breanna
December	11	Ag Inspector Meeting – St Paul	Alex
December	12	MN Planning & Zoning Meeting – Redwood Falls	Alex
December	15-16	SSTS Continuing Education – Rochester	Breanna
December	16	SWCD Board Meeting – Office/Virtual	Supervisors, Staff, Tom A
December	18	Des Moines Executive Meeting – Office/Virtual	Tom/Daryl, Staff
December	19	GBERBA Technical Committee Meeting – Office/Virtual	Staff
December	19	GBERBA Executive Board Meeting – Office/Virtual	Clark, Staff, Tom A

4. **SENIOR TECHNICIAN – Becky Buchholz**
5. **PROGRAM TECHNICIAN – Breanna Wagner**
6. **PROGRAM TECHNICIAN – Nathan Harder**
7. **MAWQCP SPECIALIST – Herman Bartsch**
8. **MAWQCP SPECIALIST – Danielle Evers**
9. **MN CONSERVATION CORP – Adriene Matthews**
10. **PLANNING & ZONING TECH – Alex Schultz**
11. **COTTONWOOD COUNTY DRAINAGE INSPECTOR – Dylan Oeltjenbruns**

Next Regular Meeting – Tuesday, December 16 at 9:30 a.m. – Cottonwood SWCD Office