

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
January 25, 2018**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on January 25, 2018. The meeting was called to order by Chairman Jeremy Nerem at 8:36 a.m.

Members Present: Chairman, Jeremy Nerem
Vice Chairman, Cody Duroe
Secretary, Clark Lingbeek
Treasurer, Daryl Tasler
PR&I, Tom Muller

Others Present: District Administrator, Kay Gross
District Technician, Dave Bucklin
County Commissioner, Tom Appel
BWSR, District Conservationist, Jill Sackett Eberhart
NRCS, Assistant State Conservationist for Field Operations, Gary Watson
Matt Remer, MN Conservation Corp Member
Alex Schultz, Cottonwood County Planning and Zoning Technician

Absent: None

AGENDA: Motion by Muller, second by Duroe to approve the agenda as presented.

Affirmative: Nerem, Duroe, Lingbeek, Tasler and Muller.

Opposed: None.

Motion carried.

CONSENT AGENDA: Motion by Duroe, second by Muller to approve the consent agenda including the 2018 Board Positions, Committees, Banking Institutions, Mileage Rate and Official Newspaper as presented.

Affirmative: Nerem, Duroe, Lingbeek, Tasler and Muller.

Opposed: None.

Motion carried.

Cody Duroe took over as Chair.

MINUTES: Motion by Nerem, second by Muller to approve the December 22, 2017 Board Meeting minutes.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem.

Opposed: None.

Motion carried.

ACCOUNTING REPORT: Kay Gross

Motion by Lingbeek, second by Nerem to approve the closing of the Bank of the West Money Market Advantage Business Savings Account totaling \$4,016.89 and transfer the funds to the District checking account with Bank of the West.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem.

Opposed: None.

Motion carried.

FINANCIAL REPORT: Motion by Lingbeek, second by Nerem to receive the January 2018 Financial Report and subject to audit.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem.

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Lingbeek, second by Nerem to approve paying the accounts payable as written on the January 2018 Financial Report totaling \$17,419.35.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem.

Opposed: None.

Motion carried.

RCRCA: Lingbeek

GBERBA: Lingbeek, Bucklin and Gross

GBERBA CONTRACT FOR SERVICES – ADMINISTRATIVE, TECHNICAL, FINANCIAL COORDINATORS and AREA 6 CERTIFICATION SPECIALIST

Motion by Lingbeek, second by Muller to approve the signing of the Contract for Services with GBERBA for the Administrative and Technical Coordinators, Financial Coordinator and Area 6 Certification Specialist.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem.

Opposed: None.

Motion carried.

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

Motion by Nerem, second by Lingbeek, to approve the Southwest Prairie Vouchers and Monthly Financials for December/January and Administrative Report.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem.

Opposed: None.

Motion carried.

Motion by Lingbeek, second by Nerem to approve the signing of the Shared Services Part 1 and 2 FY2016 Final Financial Report for the Southwest Prairie TSA.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

Motion by Nerem, second by Muller to approve authorization for the Southwest Prairie TSA Administrative Coordinator to sign all BWSR Final Financial Reports on behalf of the Host District (Cottonwood SWCD) starting January 25, 2018.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

MASWCD: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel.

BWSR – Jill Sackett Eberhart

NRCS – Gary Watson

ADMINISTRATOR REPORT: Kay Gross

STATE COST-SHARE CONTRACT APPROVAL

Bill Pankonin	17-7	Germantown 1	Riparian Forest Buffer	Cost \$7,814.00	C-S \$4,300.00
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Motion by Lingbeek, second by Nerem to approve the State Cost-Share Contract for Pankonin (\$4,300.00)

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

NRBG – WELL SEALING COST-SHARE CONTRACT APPROVAL

Brigham & Jada Hampel	2018-1	Midway 31	Well Sealing(2)	Cost \$2,095.00	C-S \$972.50
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Motion by Nerem, second by Lingbeek to approve the NRBG Well Sealing contract approval for Hampel (\$972.50).

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

STAFF STIPEND FOR ADDITIONAL SERVICES and PERFORMANCE ABOVE AND BEYOND EXPECTATIONS

Motion by Tasler, second by Lingbeek to approve an additional \$3.00 per hour for hours performing the County Planning and Zoning duties and helping train the new County Planning and Zoning Technician. Additional funds will be from January 1 – March 2, 2018. Programs included will be Planning and Zoning, Shoreland, Ag Inspector and Feedlot.

Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

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SWCD BOARD MINUTES
JANUARY 25, 2018

Motion by Nerem, second by Muller to approve a stipend, based on performance above and beyond staff job scope, of \$1,000 payable in 2019, for for work relating to our transition based on September, 2017 events). Staff eligible includes Kay Gross, Dave Bucklin, Becky Alexander, Dustin Anderson, Hannah Herzfeld and Kari Clouse (if still employed in 2019).
Affirmative: Duroe, Lingbeek, Tasler, Muller and Nerem
Opposed: None.
Motion carried.

Tasler left meeting at 11:00 a.m.

BWSR GRANT SIGNING AUTHORIZATION

Motion by Lingbeek, second by Nerem to approve the authorization for the District Administrator to sign all BWSR Final Financial Reports on behalf of the Cottonwood SWCD starting January 25, 2018.
Affirmative: Duroe, Lingbeek, Muller and Nerem
Opposed: None.
Motion carried.

JOB APPROVAL AUTHORITY

Motion by Lingbeek, second by Nerem to approve the Ecological Sciences Job Approval Authority for Farm Bill/Program Technician Rebecca Alexander.
Affirmative: Duroe, Lingbeek, Muller and Nerem
Opposed: None.
Motion carried.

GIS TRAINING

Motion by Lingbeek, second by Muller to approve the \$195 registration, plus lodging and meals for the Upper Midwest GeoCon during May 2018.
Affirmative: Duroe, Lingbeek, Muller and Nerem
Opposed: None.
Motion carried.

MAFCO CONFERENCE

Motion by Muller, second by Nerem to approve the \$175 registration, plus lodging and meals for the MAFCO Conference March 27-29, 2018.
Affirmative: Duroe, Lingbeek, Muller and Nerem
Opposed: None.
Motion carried.

Motion by Muller, second by Nerem to approve the moving of the March SWCD Board of Supervisors meeting to Friday, March 30 starting at 8:30 a.m.
Affirmative: Duroe, Lingbeek, Muller and Nerem
Opposed: None.
Motion carried.

SUPERVISOR MEETINGS

January 31 – 1W1P Meeting – St. James; February 1 – Area II/RCRCA Meeting – Redwood Falls; February 9 - GBERBA Executive Board Meeting – Mankato; February 15 – Area V Meeting – Marshall; February 22 – SWCD Board Meeting – Office.

SWCD EMPLOYEE MEETINGS

January 31 – 1W1P Meeting – St. James; February 9 – GBERBA Executive Meeting – Mankato; February 13-16 – SSTS Training – Mankato; February 15 – Area V MASWCD Meeting – Marshall; February 16 – Watonwan SWCD Board Meeting – St. James; February 20 – CMM Conference Call – Office; February 21 - GBERBA Technical Meeting – Mankato; February 22 - SWCD Board Meeting – Office; February 22-23 – Farm Bill Interview Panel – Marshall; February 26-March 1 – SSTS Training – Alexandria; February 28-March 1 – SWCD Manager Meeting – St. Cloud (Lodging and Meals).

Motion by Nerem, second by Muller to approve the Supervisor and Employee meetings and expenses for the month of January/February.
Affirmative: Duroe, Lingbeek, Muller and Nerem.
Opposed: None.
Motion carried.

DISTRICT CONSERVATIONIST – Kelly Pfarr – Oral Report

Local Work Group Meeting – March 30, 2018 at 11:00 a.m.

DISTRICT TECHNICIAN – Dave Bucklin – Written Report

TREE ADVERTISEMENT

Motion by Lingbeek, second by Nerem to approve the advertising of the 2018 Tree Price list in the Shopper.

Affirmative: Duroe, Lingbeek, Muller and Nerem.

Opposed: None.

Motion carried.

POLLINATOR GRANT APPLICATION

Motion by Lingbeek, second by Muller to approve the submission of a Pollinator Grant Application by the Cottonwood SWCD totaling \$2,200.00.

Affirmative: Duroe, Lingbeek, Muller and Nerem.

Opposed: None.

Motion carried.

MN SHADE TREE SHORT COURSE

Motion by Nerem, second by Lingbeek to approve staff to attend the MN Shade Tree Short Course March 13-14, registration of \$100 plus meals and lodging.

Affirmative: Duroe, Lingbeek, Muller and Nerem.

Opposed: None.

Motion carried.

FARM BILL ASSISTANT/PROGRAM TECHNICIAN – Becky Alexander – Written Report

UPDATE EQUIPMENT

Motion by Lingbeek, second by Nerem to approve the purchase of a new survey laser level for the County, to be funded out of the SSTS NRBG grant cost up to \$1,100.00.

Affirmative: Duroe, Lingbeek, Muller and Nerem.

Opposed: None.

Motion carried.

RESOURCE TECHNICIAN – Hannah Herzfeld – Written Report

WATONWAN WATERSHED TECHNICIAN – Dustin Anderson – Written Report

AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch – Written Report

AREA 5 CERTIFICATION SPECIALIST – Danielle Evers – Written Report

MN CONSERVATION CORP MEMBER – Matt Remer – Written Report

PLANNING and ZONING TECHNICIAN – Alex Schultz – First Meeting Introduction

GIS SPECIALIST – Marty Mollenhauer – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman at 11:45 am.

Next Meeting will be on THURSDAY, FEBRUARY 22, 2018 at 8:30 a.m. at the District Office.

District Supervisor

District Administrator