

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
AUGUST 28, 2018**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on August 28, 2018. The meeting was called to order by Chairman Cody Duroe at 8:44 a.m.

Members Present: Chairman, Cody Duroe
Vice Chairman, Clark Lingbeek
Secretary, Daryl Tasler
Treasurer, Tom Muller

Others Present: District Administrator, Kay Gross
District Technician, Dave Bucklin
County Commissioner, Tom Appel

Absent: PR&I, Jeremy Nerem

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

Affirmative: Duroe, Lingbeek, Tasler and Muller.

Opposed: None.

Motion carried.

MINUTES: Motion by Lingbeek, second by Muller to approve the July 20, 2018 Board Meeting minutes with correction of \$61.25 per wood duck house as presented.

Affirmative: Duroe, Lingbeek, Tasler and Muller.

Opposed: None.

Motion carried.

ACCOUNTING REPORT: Kay Gross

FINANCIAL REPORT: Motion by Lingbeek, second by Muller to receive the August 2018 Financial Report and submit for audit.

Affirmative: Duroe, Lingbeek, Tasler and Muller.

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Muller, second by Lingbeek to approve paying the accounts payable as written on the August 2018 Financial Report totaling \$29,182.88.

Affirmative: Duroe, Lingbeek, Tasler and Muller.

Opposed: None.

Motion carried.

RCRCA: Lingbeek.

GBERBA: Bucklin and Gross.

SOUTHWEST PRAIRIE TSA: Muller and Gross.

SOUTHWEST PRAIRIE TSA VOUCHERS and MONTHLY FINANCIAL REPORTS:

Motion by Lingbeek, second by Tasler to approve the Southwest Prairie Vouchers and Monthly Financials for July-August.

Affirmative: Duroe, Lingbeek, Tasler and Muller.

Opposed: None.

Motion carried.

INDEPENDENT CONTRACTOR – CONTRACT EXTENSION

Motion by Lingbeek, second by Muller to approve the Independent Contractor Contract Extension between the Southwest Prairie TSA and Green Garden Place, LLC (Dawn Madison) September 1, 2018 to August 31, 2020 for \$52/hour with a maximum of 1,000 hours per year.

Affirmative: Duroe, Lingbeek, Tasler and Muller.

Opposed: None.

Motion carried.

USDA-NRCS GRANT AGREEMENT – SOUTHWEST PRAIRIE TSA & USDA SOIL HEALTH COLLABORATION

Motion by Lingbeek, second by Muller to approve the USDA-NRCS Grant Agreement for the Southwest Prairie TSA & USDA Soil Health Collaboration Agreement for \$56,680.

Affirmative: Duroe, Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

MASWCD: Lingbeek

2W2P WATONWAN WATERSHED: Lingbeek and Appel

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

BUDGET

FY19 DISTRICT CAPACITY

NEW BUILDING and RENT NEGOTIATION

ADMINISTRATOR REPORT: Kay Gross

GBERBA COST-SHARE CONTRACT APPROVAL

Curtis Janzen	17-03	Mountain Lake 7	Cover Crops	Cost \$4,000.00	C-S \$3,000.00
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Motion by Muller, second by Lingbeek to approve the GBERBA Cost-Share contract for Janzen (\$3,000.00).

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

WELL SEALING COST-SHARE CONTRACT APPROVAL and PAYMENT AUTHORIZATION

Jayesun Sherman	2018-06	Great Bend 25	Well Sealing	Cost \$1,075.00	C-S \$525.00
Nick Meyer	2018-07	Amo 31	Well Sealing	Cost \$975.00	C-S \$487.50

Motion by Lingbeek, second by Muller to approve the Well Sealing Contract and authorize payment for Sherman (\$525.00) and Meyer (\$487.50).

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried

DNR FY19 OBSERVATION WELL MONITORING CONTRACT APPROVAL

Motion by Lingbeek, second by Duroe to approve the DNR Observation Well Monitoring Grant for FY19.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

2018-2019 FARM BILL ASSISTANCE GRANT AMENDMENT

Motion by Duroe, second by Muller to approve the 2018-2019 Farm Bill Assistance Grant Amendment totaling \$27,756.00 additional funds.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

BWSR PROFESSIONAL and TECHNICAL SERVICES WORK ORDER CONTRACTS and AUTHORIZED REPRESENTATIVE

Motion by Lingbeek, second by Muller to approve the signing of the BWSR Professional and Technical Services Work Order Contracts and subsequent contracts for the Board of Water and Soil Resources by the District Administrator Kay Gross.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

MNDOT ADOPT-A-HIGHWAY PERMIT

Motion by Muller, second by Duroe to approve the MNDOT Adopt-a-Highway Permit for the Cottonwood SWCD.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

**PROMOTIONAL GIVEAWAYS
BWSR INTERNAL CONTROL MEETING – AUGUST
FORENSIC AUDIT**

SPECIAL BOARD MEETING

Motion by Lingbeek, second by Tasler to approve a Special Board Meeting to discuss legal issues on Wednesday, September 5.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

BWSR ACADEMY

Motion by Muller, second by Lingbeek to approve the SWCD staff (6), County Staff (1) and Conservation Corp member (1) attending the BWSR Academy including registration, lodging and meals.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried

SUPERVISOR MEETINGS

August 20 – Southwest Prairie TSA Meeting – Slayton; September 5 – Special Board Meeting – Office; September 6 - RCRCA/Area II Meeting – Marshall; September 12 – Southwest Prairie TSA Meeting – Marshall; September 18 – HLWD Advisory Meeting – Heron Lake; September 19 GBERBA Policy Board Meeting – Mankato; September 19 – 2W2P Selection Committee Meeting – Mankato; September 25 – SWCD Board Meeting – Office.

SWCD EMPLOYEE MEETINGS

August – 30 - Southwest Prairie TSA Meeting – Slayton; September 4 - Watonwan County Commissioner Meeting – St. James; September 5 – Special Board Meeting – Office; September 6 - Watonwan WRAPS – Mankato; September 7 - County Modernization Workshop; September 11 - Field Talk; September 12 - Southwest Prairie TSA Meeting – Marshall; September 15 - Cottonwood Co. Pheasants Forever – Windom - Banquet Tickets - \$45.00/Each; September 17 - Watonwan SWCD Board Meeting – St. James; September 18 - HLWD Advisory Meeting – Heron Lake; September 19 - GBERBA Technical and Policy Meeting – Mankato; September 19 - 2W2P Steering Committee – Mankato; September 25 - SWCD Board Meeting – Office; September 25 - Land Description Training; September 25-26 - Environmental Fair – Slayton

Motion by Lingbeek, second by Muller to approve the Supervisor and Employee meetings and expenses for the month of August/September.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

DISTRICT CONSERVATIONIST – Kelly Pfarr

DISTRICT TECHNICIAN – Dave Bucklin – Written Report

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

RESOURCE TECHNICIAN – Hannah Herzfeld – Written Report

WATONWAN WATERSHED TECHNICIAN – Josh Votruba – 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 – Written Report

GIS SPECIALIST – Marty Mollenhauer – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman Cody Duroe at 11:35 a.m.

Next Meetings will be on WEDNESDAY, SEPTEMBER 5 (SPECIAL MEETING) and TUESDAY, SEPTEMBER 25, 2018 at 8:30 a.m. at the District Office.

District Supervisor

District Administrator