

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
NOVEMBER 27, 2018**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on November 27, 2018. The meeting was called to order by Chairman Cody Duroe at 8:37 a.m.

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

Others Present: District Administrator, Kay Gross
District Farm Bill/Program Technician, Becky Buchholz
Kari Clouse

Absent: PR&I, Jeremy Nerem

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

Affirmative: Duroe, Lingbeek, Tasler and Muller
Opposed: None
Motion carried.

MINUTES: Motion by Duroe, second by Muller to approve the October 25, 2018 Board Meeting minutes 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 November 2018 Financial Report and submit for audit.

Affirmative: Duroe, Lingbeek, Tasler and Muller
Opposed: None
Motion carried.

ACCOUNTS PAYABLE: Motion by Lingbeek, second by Muller to approve paying the accounts payable as written on the November 2018 Financial Report totaling \$15,945.73.

Affirmative: Duroe, Lingbeek, Tasler and Muller
Opposed: None
Motion carried.

SWCD FINANCIAL STATEMENTS and AUDITS - Update

UNEMPLOYMENT – Determination of Benefits – Update

RCRCA: Lingbeek

CLOSED MEETING - 9:00 a.m. (Attendance Duroe, Lingbeek, Tasler, Muller, Kay Gross and Attorneys Ann Goering)

The Minnesota Open Meeting Law, Minnesota Statutes, Section 13D.05, subdivision 3(b), allows the District to close a meeting to engage in attorney-client privileged discussions. The District seeks to meet with its attorney to obtain advice regarding ongoing litigation against Renee and Tom Harnack. It would be detrimental to the District's interest for the Board to hold a public discussion with its attorney where any adverse parties or their attorneys could listen to or be made aware of the District's positions. It is in the District's best interest for the Board to obtain legal advice in a confidential setting to maintain the attorney-client privilege. Accordingly, Chairman Cody Duroe will hereby entertain a motion that this meeting be closed pursuant to the attorney-client privilege for the reasons cited.

Motion by Muller, second by Lingbeek to Close Board Meeting in citing Attorney Client Privilege at 9:00 a.m.

Affirmative: Duroe, Lingbeek, Tasler and Muller
Opposed: None
Motion carried.

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SWCD BOARD MINUTES
NOVEMBER 27, 2018

Motion by Lingbeek, second by Muller to reopen Board Meeting at 9:52 a.m.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None

Motion carried.

Motion by Lingbeek, second by Tasler to approve civil case mediation in December with the case ending at the completion of mediation, no matter the decision.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None

GBERBA: Lingbeek and Gross

2W2P: Lingbeek

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and MONTHLY FINANCIAL REPORTS:

Motion by Muller, second by Lingbeek to approve the Southwest Prairie Vouchers and Monthly Financials for October - November.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None

Motion carried.

MASWCD: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel – Not in Attendance.

ADMINISTRATOR REPORT: Kay Gross

STATE COST-SHARE CONTRACT APPROVAL

Raymond Kleinow	SBuffer18-01	Selma 17	Grass Waterway	Cost \$20,263.00	C-S \$15,197.25
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Motion by Lingbeek, second by Muller to approve the State Cost-Share contract approval for Kleinow (\$15,197.25).

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

GBERBA CONTRACT FINAL PAYMENT

Curtis Janzen	17-03(319-TMDL)	Mt. Lake 7	Cover Crops	Cost \$2,800.00	C-S \$2,100.00
Ramont Schrock	17-04(319-TMDL)	Midway 22	Cover Crops	Cost \$1,232.00	C-S \$ 924.00

Motion by Lingbeek, second by Muller to approve the GBERBA Contract final payments for Janzen (\$2,100.00) and Schrock (\$924.00).

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

GBERBA MAWQCP CONTRACT and INCENTIVE APPROVAL

Randall Pankonin	17-5-19	Germantown 16	Certification Completion	Incentive \$200.00
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Motion by Muller, second by Lingbeek to approve the GBERBA MAWQCP Contract and Incentive payment for Pankonin (\$200.00).

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

BWSR – FY19 DISTRICT CAPACITY and BUFFER LAW IMPLEMENTATION GRANT

Motion by Duroe, second by Muller to approve the BWSR FY19 District Capacity and Buffer Law Implementation Grant Agreement totaling \$130,000.00.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

BWSR – FY18 DISTRICT CAPACITY GRANT AMENDMENT

Motion by Lingbeek, second by Muller to approve the BWSR FY18 District Capacity Grant Amendment totaling \$22,750.00.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

ADMINISTRATIVE PROGRAM ASSISTANT POSITION

Personnel Committee reviewed criteria and approved the internal posting of the position on November 6, 2018 with a deadline for applications and resume by 4:30 p.m. on Friday, November 16, 2018.

Motion by Tasler, second by Muller to approve the recommendation from the Personnel Committee and hire of Kari Clouse for the Administrative Program Assistant position (internal hire) starting at \$21.27/hour with benefits and a start date of January 1, 2019. Annual leave has been set at 16 days per year 12-13, based on years of service to SWCD (starting in 2006).

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None

Motion carried.

CONSERVATION CORP APPLICATION

Motion by Muller, second by Lingbeek to approve the submission of a Conservation Corp application to assist with the Mountain Lake and Windom Urban Tree Programs in 2019.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None

Motion carried.

2017 AUDIT

Motion by Duroe, second by Muller to approve the 2017 audit quote from CliftonLarsonAllen of \$5,000 to \$6,000 plus direct expenses not to exceed \$300.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None

Motion carried.

EMPLOYEE REVIEWS – Thursday, December 13 starting at 8:00 a.m.

DECEMBER BOARD MEETING

Motion by Tasler, second by Lingbeek to approve Thursday, December 20 (9:30 a.m.) as the date for the December Board Meeting.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

SUPERVISOR MEETINGS

December 6 – RCRCA/Area II Meeting – Redwood Falls; December 9-11 – MASWCD State Convention – Bloomington; December 13 – Employee Reviews – Office; December 18 – HLWD Advisory Meeting – Heron Lake; December 19 – GBERBA Executive Board Meeting – Mankato; December 20 – SWCD Board Meeting – Office; January 22-25 – I-90 Soil Health Tour – Multiple Locations.

SWCD EMPLOYEE MEETINGS

November 30 – Cover Crop/MAWQCP Meeting – Windom; December 4 – District Court – Windom; December 5 – 2W2P Steering Committee Meeting – St. James; December 6 – Des Moines WRAPS Meeting – Windom; December 6 – Basic Hydrology Training – Mankato; December 9-11 – MASWCD State Convention – Bloomington; December 11-12 – SSTS Continuing Education – Mankato; December 13 – Employee Reviews – Office; December 18 – HLWD Advisory Meeting – Heron Lake; December 19 – GBERBA Technical Committee Meeting – Mankato; December 19 – GBERBA Executive Board Meeting – Mankato; December 20 – SWCD Board Meeting – Office; January 3-4 – SSTS continuing Education – New Ulm (Registration); January 22-25 – I-90 Soil Health Tour – Multiple Locations; February 26-27 – Manager’s Meeting – St. Cloud (Registration and Lodging).

Motion by Muller, second by Lingbeek to approve the Supervisor and Employee meetings and expenses for the month of November-January.

Affirmative: Duroe, Lingbeek, Tasler and Muller

Opposed: None.

Motion carried.

OTHER: None

DISTRICT CONSERVATIONIST – Kelly Pfarr
DISTRICT TECHNICIAN – Dave Bucklin – Written Report
FARM BILL ASSISTANT/PROGRAM TECHNICIAN – Becky Buchholz – 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 10:35 a.m.

Next Meetings will be on Thursday, December 20, 2018 at 9:30 a.m. at the District Office.

District Supervisor

District Administrator