The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on October 25, 2018. The meeting was called to order by Chairman Cody Duroe at 8:40 a.m.

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

Others Present:  
District Administrator, Kay Gross  
District Technician, Dave Bucklin  
District Farm Bill Assistant/Program Technician, Becky Alexander  
Kari Clouse

Absent:  
None

AGENDA: Motion by Lingbeek, second by Nerem to approve the agenda as presented.  
Affirmative:  
Duroe, Lingbeek, Tasler, Muller and Nerem  
Opposed:  
None  
Motion carried.

MINUTES: Motion by Muller, second by Lingbeek to approve the September 25, 2018 Board Meeting minutes as presented.  
Affirmative:  
Duroe, Lingbeek, Tasler, Muller and Nerem  
Opposed:  
None  
Motion carried.

ACCOUNTING REPORT: Kay Gross  
FINANCIAL REPORT: Motion by Nerem, second by Lingbeek to receive the October 2018 Financial Report and submit for audit.  
Affirmative:  
Duroe, Lingbeek, Tasler, Muller and Nerem  
Opposed:  
None  
Motion carried.

ACCOUNTS PAYABLE: Motion by Muller, second by Lingbeek to approve paying the accounts payable as written on the October 2018 Financial Report totaling $17,678.59.  
Affirmative:  
Duroe, Lingbeek, Tasler, Muller and Nerem  
Opposed:  
None  
Motion carried.

UNEMPLOYMENT – Determination of Benefits - Update

ADMINISTRATIVE PROGRAM ASSISTANT POSITION  
Motion by Muller, second by Nerem to approve advertising of the position (if necessary – post internally if possible) for an Administrative Program Assistant position starting at $15.40-Top End Based on Experience.  
Affirmative:  
Duroe, Lingbeek, Tasler, Muller and Nerem  
Opposed:  
None  
Motion carried.

RCRCA: Lingbeek  
GBERBA: Bucklin and Gross  
2W2P: Lingbeek

SOUTHWEST PRAIRIE TSA: Muller and Gross  
SOUTHWEST PRAIRIE TSA VOUCHERS and MONTHLY FINANCIAL REPORTS:  
Motion by Tasler, second by Lingbeek to approve the Southwest Prairie Vouchers and Monthly Financials for September - October.  
Affirmative:  
Duroe, Lingbeek, Tasler, Muller and Nerem  
Opposed:  
None  
Motion carried.
MASWCD: Lingbeek  
COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel – Not in Attendance.

Cody Duroe left at 9:35 a.m.

ADMINISTRATOR REPORT: Kay Gross  
STATE COST-SHARE CONTRACT CANCELLATION

| Judith Junker | 17-06 | Selma 32 | Filter Strip | C-S $225.00 |

Motion by Lingbeek, second by Muller to approve the State Cost-Share contract cancellation for Judith Junker ($225.00).  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.

GBERA MAWQCP CONTRACT and INCENTIVE APPROVAL

| Jack Elness | 17-5-21 | Lakeside 32 | Worksheet Completion | Incentive $100.00 |

Motion by Lingbeek, second by Muller to approve the GBERA MAWQCP Contract and Incentive payment for Elness ($100.00).  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.

WELL SEALING COST-SHARE CONTRACT APPROVAL and PAYMENT AUTHORIZATION

| Robert & Donna Mielke | 2018-10 Great Bend 26 | Well Sealing | Cost $575.00 | C-S $287.50 |

Motion by Nerem, second by Tasler to approve the Well Sealing Contract and authorize payment for Mielke ($287.50).  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.

MASWCD RESOLUTION BALLOT  
BWSR – WORK ORDER CONTRACTS (3) – Signed and Executed.

MONITORING PLAN FOR BUFFER COMPLIANCE TRACKING

Motion by Nerem, second by Muller to approve the Cottonwood SWCD Monitoring Plan for Buffer Compliance Tracking and publish on the District website.  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.

HURRICANE LAKE - Update  
FORENSIC AUDIT - Update  
CIVIL CASE – Update  
BWSR – REQUEST FOR GRANT RECONCILIATION and INTERNAL CONTROLS - Update

DECEMBER BOARD MEETING

Motion by Nerem, second by Lingbeek to approve Thursday, December 27 (9:30 a.m.) as the date for the December Board Meeting.  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.

SUPERVISOR MEETINGS

SWCD EMPLOYEE MEETINGS


Motion by Muller, second by Nerem to approve the Supervisor and Employee meetings and expenses for the month of October-November-December.
Affirmative: Lingbeek, Tasler, Muller and Nerem
Opposed: None.
Motion carried.

OTHER: None

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 Vice Chairman Clark Lingbeek at 11:35 a.m.

Next Meetings will be on Tuesday, November 27, 2018 at 8:30 a.m. at the District Office.

District Supervisor ____________________________ District Administrator ____________________________