

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
December 20, 2018**

**CALL TO ORDER and ROLL CALL**

**AGENDA – Approval**

**MINUTES of November 27, 2018 Board Meeting**

**1. FINANCIAL – Kari Clouse/Kay Gross**

- Financial Report
- Accounts Payable
- Fourth Quarter Compensation and Expenses
- Year End Payroll and Payables
- MN Campaign Finance Board – Supervisors Statement of Economic Interest
- Wells Fargo Securities – Pledge Receipt - \$134,000 and \$93,000

**2. COMMITTEE REPORTS and ACTION ITEMS**

**RCRCA – Clark Lingbeek**

**GBERBA – Clark Lingbeek**

**2W2P – Clark Lingbeek, Tom Appel**

**SOUTHWEST PRAIRIE JPO – Tom Muller**

- Southwest Prairie TSA Vouchers, Financial and Administrative Report
- Contract for Services (Administrator & Host District for Southwest Prairie TSA) and
- Contract for Services (Financial Coordinator/Administrative Assistant) with Murray SWCD

**MASWCD – Clark Lingbeek**

- MASWCD State Convention

**COMMISSIONER REPORT – Tom Appel**

**3. ADMINISTRATIVE – Kay Clark**

**•Well Sealing Cost-Share Contract**

Lyle F. Bennett Trust    2018-11                      Lakeside 30            Well Sealing (2)                      Cost \$1,500.00 C-S \$750.00

**•GBERBA – Administrative/Technical Coordinator Contract – 2019**

**•Recommendation from Personnel Committee**

**•Nonstructural Land Management Practices (NLMP) Implementation Request Form**

**•Erosion Control and Water Management Program Policy/State Cost-Share Policy**

**•SWCD Cell Phone**

**•SWCD and GBERBA BWSR Grant Reconciliations**

**•FY19 District Capacity and Buffer Initiative Grant**

**•2016 and 2017 SWCD Audits**

**•BWSR – Internal Controls Evaluation Report**

**•December 24 – Holiday Declared by Federal Government – SWCD Office Will Be Closed**

**•Meetings**

January	2	2W2P Steering Committee Meeting – St. James	Kay, Dave, Josh
January	3	SSTS Continuing Education – New Ulm	Dave
January	3	Area II/RCRCA Meeting – Marshall	Clark
January	4	State TSA Meeting – Waite Park (Meals & Lodging)	Kay
January	11	GBERBA Policy Meeting – Mankato	Clark, Staff
January	15	SSTS Talking Tour – Mankato	Becky
January	16	2W2P Policy Committee Meeting – St. James	Clark Kay Dave Josh Tom A.
January	18	Winter Farm Bill Assistance Workshop – Alexandria	Becky, Supervisor
January	22-25	I-90 Soil Health Workshops – Rochester, Albert Lea, Fairmont, Heron Lake	Staff
January	23	GBERBA Technical Meeting – Marshall	Kay, Dave, Josh, Alex
January	24	SWCD Board Meeting – Office	Supervisors, Staff
January	28	Watonwan 2W2P Kickoff Meeting – St. James	Clark Kay Dave Josh Tom A.
January	29	Snow Date for Watonwan Kickoff Meeting	

4. **DISTRICT CONSERVATIONIST – Kelly Pfarr**
5. **TECHNICIAN – Dave Bucklin – Written Report**
6. **FARM BILL ASSISTANT/PROGRAM TECHNICIAN – Becky Buchholz – Written Report**
7. **RESOURCE TECHNICIAN – Hannah Herzfeld – Written Report**
8. **WATONWAN WATERSHED TECHNICIAN – Josh Votruba – Written Report**
9. **AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch – Written Report**
10. **AREA 5 CERTIFICATION SPECIALIST – Danielle Evers – Written Report**
11. **PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report**
12. **GIS Specialist – Marty Mollenhauer – Written Report**

**Next Regular Meeting – Thursday, January 24 – 8:30 a.m. – Cottonwood SWCD Office**