

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
November 27, 2018**

CALL TO ORDER and ROLL CALL

AGENDA – Approval

MINUTES of October 25, 2018 Board Meeting

9:00 a.m. - CLOSE MEETING FOR ATTORNEY-CLIENT PRIVILEGED DISCUSSION

1. FINANCIAL – Kay Gross

- Financial Report
- Accounts Payable
- SWCD Financial Statements and Audits
- Unemployment – Not Applicable

2. COMMITTEE REPORTS and ACTION ITEMS

RCRCA – Clark Lingbeek

GBERBA – Clark Lingbeek, Kay Gross, Dave Bucklin

New Conservation Corpsmember – Lee Tapper – Starting January 22

2W2P – Lingbeek, Appel

SOUTHWEST PRAIRIE JPO – Tom Muller, Kay Gross

- Southwest Prairie TSA Vouchers, Financial and Administrative Report

MASWCD – Clark Lingbeek

COMMISSIONER REPORT – Tom Appel

3. ADMINISTRATIVE – 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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•GBERBA Cost-Share 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

•GBERBA MAWQCP Contract and Payment Approval

Randall Pankonin	17-5-19	Germantown 16	Certification Completion	Incentive \$200.00
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•BWSR – FY19 District Capacity and Buffer Law Implementation Grant Agreement \$130,000 – Signed, Returned

•BWSR – FY18 District Capacity Grant Agreement Amendment \$22,750

•Administrative Program Assistant Position – Recommendation from Personnel Committee

•Conservation Corp Application 2019 – Urban Tree Programs – Mt. Lake and Windom

•2017 Audit – Requested Quote from CliftonLarsonAllen

•BWSR – Request for Grant Reconciliation and Internal Controls Correspondence

•Forensic Audit – Update

•Civil Case – Update

•Employee Reviews – Thursday, December 13 starting at 8:00 a.m.

•December Board Meeting – Thursday, December 20 starting at 9:30 a.m. (Potluck to follow)

•Meetings

November	30	Cover Crop/MAWQCP Meeting – Windom	Staff
December	4	District Court – Windom	Alex
December	5	2W2P Steering Committee Meeting – St. James	Kay, Dave, Josh
December	6	Area II/RCRCA Meeting – Redwood Falls	Clark
December	6	Des Moines WRAPS Meeting – Windom	Staff
December	6	Basic Hydrology Training – Mankato	Alex
December	9-11	MASWCD State Convention – Bloomington	Clark, Kay, Dave
December	11-12	SSTS Continuing Education – Mankato	Becky
December	13	Employee Reviews – Office	Staff, Clark, Cody
December	18	HLWD Advisory Meeting – Heron Lake	Kay, Clark
December	19	GBERBA Technical Committee Meeting – Mankato	Kay, Dave, Josh
December	19	GBERBA Executive Board Meeting – Mankato	Kay, Dave, Josh, Clark, Tom
December	20	SWCD Board Meeting – Office	Supervisors, Staff
January	3-4	SSTS Continuing Education – New Ulm	Dave
		Registration - \$275.00	
January	22-25	I-90 Soil Health Tour – Multiple Locations	Supervisors, Staff
February	26-27	Manager’s Meeting – St. Cloud	Kay
		Registration - \$15; Lodging \$104.51	

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4. **DISTRICT CONSERVATIONIST – Kelly Pfarr**
5. **TECHNICIAN – Dave Bucklin – Written Report**
6. **FARM BILL ASSISTANT/PROGRAM TECHNICIAN – Becky Alexander – 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. **MN CONSERVATION CORP MEMBER – Matt Remer – Written Report**
12. **PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report**
13. **GIS Specialist – Marty Mollenhauer – Written Report**

Next Regular Meeting, THURSDAY, DECEMBER 20, 2018 – 9:30 a.m. – Cottonwood SWCD Office