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 Corps member – 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
   • 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 Pankoin  17-5-19  Germantown 16  Certification Completion  Incentive $200.00
   • 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
     January  22-25  I-90 Soil Health Tour – Multiple Locations  Supervisors, Staff
     February 26-27  Manager’s Meeting – St. Cloud  Kay

-OVER-
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
NOVEMBER TRANSACTIONS

District Checking Account Balance 10-25-18 $289,354.18

RECEIPTS: (since last board meeting)

Bank of the West - October - Interest - Checking Account $2.94
Cottonwood County Ag Society - Reimbursement for Paper and Supplies $200.00
Tree Tubes, Flags and Tax $138.25
Cottonwood County - September Contract for Services $7,467.22
GERBBA - Coordinators, Area 6 Specialist, WW Resource Specialist $15,519.95
BWSR - Farm Bill Assistance - First Quarter Reimbursement $11,029.00
MCIT - Dividend $2,035.00

TOTAL RECEIPTS $36,392.26

DISBURSEMENTS: (since last board meeting)

10/26/18 23978-984 Payroll - 10-14 to 10-27-18 plus PERA, MN Dept of Revenue and FICA/MC (EFT's) $14,790.56
11/9/18 23985 Mankato Armory $80.00
11/9/18 1455 Pagliai's Pizza $357.51
11/8/18 23986 The Hartford - Long Term Disability $124.06
11/8/18 23987 Hwy 71 Storage $45.00
11/8/18 23988 Cottonwood County Auditor - November Insurance Reimbursement $3,648.22
11/8/18 23989 Runnings $101.26
11/8/18 23990 Regents of the U of M - SSTS Continuing Education - Dave Bucklin $275.00
11/8/18 23991 Higley Ford $47.41
11/9/18 23992-998 Payroll - 10-28-18 to 11-10-18 plus PERA, MN Dept of Revenue and FICA/MC (EFT's) $14,072.63
11/15/18 1456 Southwest MASWCD - Registration - Clark Lingbeek, Dave Bucklin $30.00
11/21/18 23999-24004 Payroll - 11-11-18 to 11-24-18 plus PERA, MN Dept of Revenue and FICA/MC (EFT's) $12,316.39

TOTAL DISBURSEMENTS $45,868.14

BALANCE BEFORE BOARD MEETING $279,878.30

ACCOUNTS PAYABLE

11/27/2018
(to be approved at this board meeting)

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TOTAL ACCOUNTS PAYABLE $15,945.73

District Checking Account Balance 11-27-18 $263,932.57

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**Program Summary**

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**October Southwestern Prairie Technical Service Area Monthly Treasurer's Report**
Update of the Southwest Prairie TSA Personnel Policy
Review completed by the Personnel Committee and Board. Comments from the September TSA meeting will be vetted through Ann Goering and redistributed for review.

NACD Grant – Technical Assistant Grant
Grant has been approved with the TSA receiving $125,000 with $25,000 of match. Quarterly report is due by October 31, 2018 and will be working with Shelly Lewis and Dawn Madison to complete the task.

Worked with Centrol, Southwest Prairie TSA, SWCDs and Dawn Madison to complete first quarter reporting and invoicing.

NACD Grant – Collaboration
The Collaboration Grant is moving forward with the development of a Work Plan and Agreement through NRCS. Shelly Lewis and Kay Gross participated in a webinar as an introduction to ezfedgrants program. eAuthorization is required for staff working with the program – Kay Gross and Shelly Lewis are enrolled.

First Quarter of FY19 had no work to report; all working started October of 2018.

Dawn has been working with Districts to compile landowner contacts; first landowner meetings will take place in November (Cottonwood SWCD Meeting is November 30).

BWSR Nonpoint Engineering Assistance and Enhanced Shared Technical Services
BWSR will be sending out Grant Agreements for FY19 Nonpoint Engineering Assistance ($130,000) and Enhanced Technical Assistance ($240,000).

Work Plans have been completed by and submitted through Elink, after review and approval by Board Conservationist the funding will be sent by BWSR.
1) Minnesota Wetlands Conservation Act update.
   There is ongoing work in Cottonwood and Watonwan Counties.

2) GBERBA
   The Watonwan One Watershed One Plan process is moving at a fast pace. A consultant
   has been chosen with the public kick off meeting to be scheduled in February 2019.
   GBERBA members are waiting to hear the results of the two CWF grant applications.
   One application is for a MDM Drainage grant for $304,950 and one for a Watonwan
   Watershed Resource Specialist Position grant for $99,000.

3) Tree Program.
   Several projects are in the planning stages. I have the early tree orders in to the tree
   nurseries for the 2019 season.

4) Watershed Restoration and Protection Strategies WRAPS
   The WRAPS report is a jumping off place for the One Watershed One Plan Process.
   Staff is involved in the Watonwan, Des Moines, Little Cottonwood or Middle Minnesota,
   and the Cottonwood Watershed WRAPS process all at the same time. Part of the WRAPS
   work is establishing pollution/impairment reduction goals, which BMP’s will work and
   how many of each practice will be needed, and then predict how long will it take to
   achieve the goals.

5) State Cost Share
   The SWCD has several waterway/basin project requests that have come in. So far
   several projects have been field checked and the estimates total over $100,000 dollars
   for those projects.

6) MN Conservation Corps Crew
   I would like the SWCD board’s approval to again apply for a Corps crew to assist with
   the urban tree programs in Cottonwood County.

David Bucklin,
Cottonwood SWCD
Date: November 26, 2018

Name: Becky Alexander (Farm Bill Assistant/Program Technician)

Topics: Past Events, Upcoming Events, Farm Bill Assistance, SSTS, Buffers, Feedlots, Planning and Zoning

Past Events:
- October 29-31, 2018 – BWSR Academy

Upcoming Events:
- November 15, 2018 – AgBMP Loan meeting in Redwood Falls, MN
- November 28, 2018 – Waterway webinar
- December 11-12, 2018 – SSTS Continuing Ed class in Mankato, MN

Farm Bill Assistance:
- CREP & CRP likely will not open up until the end of the year/after the new year. A 2018 Farm Bill must be passed before new applications can be accepted.
- We have quite a few RIM violations that will be fixed this Fall after harvest due to crop encroachment. We will be working on systematically staking all of our easements regardless of boundary issues or not starting this Fall and coming Spring.
- We currently have 10 active CREP applications in process, an additional one has been completed and paid out.

SSTS:
- Continuing to send out letters as septic disclosure forms come in and as property transfers occur.
- SSTS season is completed. I will be sending out tank letters to the contractors.

Buffers:
- Hannah and I sent out one last letter to everybody still marked as under review for public waters and public ditches. November 1, 2018 is the final deadline for everything. We have requested in the letter that they seed by December 1 and tell us or it will go to the county for enforcement. Technically, a dormant seed should occur after November 1st to prevent germination of the seeds and killing of the seedlings.
Date: November 27, 2018

Name: Hannah Herzfeld (Cottonwood Resource Technician)

Topics: Past Events, Upcoming Events, Project Updates, Working on

Past Events:
- October 29-31st – BWSR Academy

Upcoming Events:
- November 30th – Cover crop meeting in Windom

Project Updates:
Landowners continue to call that buffers have been seeded, Public Waters compliance in Cottonwood county is approximately 90%. A cover crop meeting has been planned for the end of the month at the Cottonwood Historical Society.

Working on:
- Developing an alternative practices list, and making site visits to determine alternative practices for individual landowners.
- Working with Becky Alexander and occasionally going into the field to correct maps made in the office or working on individual buffer maps for landowners.
- Tracking buffer compliance using the BWSR BuffCAT tool is a continual process.
- Continuing SST5S mentoring
- Working on cost-share database
DATE: November 27, 2018

NAME: Josh Votruba
Watonwan Watershed Technician

Topics: Past Events, Upcoming Events, Working on

Past Events:
- Oct 17 – Watonwan 1W1P Steering Committee Meeting, St. James, MN
- Oct 17 – Watonwan 1W1P Policy Meeting, St. James, MN
- Oct 25 – Cottonwood SWCD Board Meeting, Windom, MN
- Oct 29-31 BWSR Academy, Breezy Point, MN
- Nov 14 - Watonwan 1W1P Policy/Steering Meeting, St. James, MN
- Nov 19 – Watonwan SWCD Board Meeting

Upcoming Events:
- Nov 30 – Cottonwood County Cover Crop/Soil Health Workshop, Windom, MN
- Dec 6 – Basic Hydrology Training, Mankato, MN

Working on:
- *Training*: I attended BWSR Academy Oct 29-31 in Breezy Point Minnesota. During BWSR Academy I took sessions I felt were relevant to my position and sessions that would help me be successful in carrying out the duties of the Watonwan Watershed Technician position. These sessions included project management, groundwater, how to interact with landowners, engaging with the public, and water quality models and calculators. In addition, I plan to attend a basic hydrology training Dec 6th in Mankato.

- *GERBERA Cover Crop Cost-Share*: Hannah Herzfeld and I have scheduled a cover crop/soil health workshop for Cottonwood County landowners November 30th at the Cottonwood County Historical Society. This will be an informal workshop where we will cover topics such as cover crops, soil health, and the MAWQCP program. We invited 20-30 landowners throughout Cottonwood County. This workshop will be a great opportunity to inform landowners about the benefits of conservation practices such as no till and cover crops, and the cost share opportunities and programs available.

- *Watonwan River One Watershed One Plan*: Me and Heidi Rudolph from Watonwan SWCD have begun the process of planning and getting ideas for the Watonwan One Watershed One Plan kickoff meeting. In addition, I have started putting together a flyer for the 1W1P kickoff meeting.
Herman Bartsch  
AREA 6 MAWQCP CERTIFICATION SPECIALIST  
November 27th, 2018

**Workload:**
- Working with producers and SWCDs to complete assessments and certifications
- Assisting producers with MDA Grant Applications
- Cover Crop Plans
- Program Promotion – Gift Bags, GBERBA Presentation, Radio Adds, Brown Newsletter Article
- Practice Implementation – WASCOB, Diversion, Cover Crops
- Interviews for Agriculture and Water Outreach Corpsmember - 11/7/18

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MAWQCP Numbers as of 11-13-18

- 672 producers certified
- 432,358 acres certified
- 1,299 new practices installed or planned to be installed
- Sediment delivery to surface waters reduced by 24,083 tons per year (48,166,920 lbs.)
- Soil loss reduced by 61,314 tons per year (122,627,673 lbs.)
- Phosphorus loss reduced by 28,291 lbs. of P per year
DANIELLE EVERS
AREA 5 MAWQCP CERTIFICATION SPECIALIST
Serving the Counties of: Cottonwood, Jackson, Lac Qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock, & Yellow Medicine

Projects and Workload:
- Continuing to meet with producers for assessments, create maps, & upload documents for state verification
- Assisting producers in submitting MAWQCP Cost-Share Grant Applications
- Coordinating with Water Resource Specialist in Nobles, Lyon, Lincoln, Pipestone, Rock for program promotion and to reach more producers in the wellhead protection areas
- Attending/Participating in events to gain continuing education credits for CCA certification
- Postwork for the Minnesota Rural Leadership Program
- Helped deliver goodie bags assisting in Cottonwood, Jackson, Murray, Nobles, Pipestone, and LQP counties – estimate at least 90% of the almost 500 goodie bags have been delivered.

Events:
- Nov 8-9th – Minnesota Agriculture Rural Leadership (MARL) Seminar – Willmar, MN
- Nov 15th – Area V Meeting – Marshall, MN
- Nov 30th – Cover Crop Workshop – Windom, MN
- Dec 4th – Agronomy Update – Pipestone, MN
- Dec 12-14th – MARL Seminar 2 – Marshall, MN

Program Updates and Information:
- Water quality inlets are still available for interested farmers pursuing certifications (2 free for each applicant)
- $6,000 of additional funding is still available through GBERBA for districts to continue working on the MAWQCP
- MAWQCP has certified over 672 farms, including over 432,358 acres with 1,299 new BMP's
- Estimated benefits include: 24,083 tons of TSS reduced per year, 61,314 tons soil reduced per year, 28,291 lbs Phosphorous reduced per year
- Grant applications still available for up to $5,000 75% cost-share through the MDA for producers

YEAR TO DATE NUMBERS

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<th>Assessments</th>
<th>Actively Pursuing Cert.</th>
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<td><strong>203</strong></td>
<td><strong>14</strong></td>
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November 26th 2018

Workload:

- Assisting Herman and Danielle with mapping assessed fields in the MAWQCP mapping tool and assessment tool
- Entering producer fields into Web Soil Survey to check for sensitive soils
- Assisting Herman with filling in soil and nutrient management information for applicant’s fields
- Reading through the MAWQCP binder and other information about the program
- Attended producer meetings with Herman and Danielle
- Assist Herman and Danielle with field verifications
- Attending workshops for soil health, cover crops and other environmental topics

Projects and Events:

- Attended a Managed Tile Drainage System Workshop on 10/3 in St. James
- Attended Conservation Corps Meeting on 10/8 - 10/10 in Crosby
- GBERBA Technical Meeting on 10/24 in Mankato
- BWSR Academy on 10/29- 10/31 in Breezy Point
- Delivering MAWQCP harvest bags around Cottonwood County
- Assist Hannah with flagging Buffers on 11/15 and 11/21

Upcoming Events:

- Last day of Term in Cottonwood on 12/11
- Conservation Corps End of Term Retreat on 12/12 - 12/13