

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
DECEMBER 20, 2018**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on December 20, 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
PR&I, Jeremy Nerem

Others Present: District Administrator, Kay Gross
District Senior Technician, Dave Bucklin
District Farm Bill/Program Technician, Becky Buchholz
Kari Clouse, Contract Program Assistant
Tom Appel, Cottonwood County Commissioner

Absent: Treasurer, Tom Muller

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

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

MINUTES: Motion by Tasler, second by Lingbeek to approve the November 27, 2018 Board Meeting minutes as presented.

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

ACCOUNTING REPORT: Kay Gross, Kari Clouse

FINANCIAL REPORT: Motion by Lingbeek, second by Nerem to receive the December 2018 Financial Report and submit for audit.

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

ACCOUNTS PAYABLE: Motion by Duroe, second by Lingbeek to approve paying the accounts payable as written on the December 2018 Financial Report totaling \$444,525.71.

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

FOURTH QUARTER COMPENSATION AND EXPENSES: The following meetings and expenses were approved for payment:

October 3 – 2W2P – Selection Committee Meeting – St. James - \$75.00; October 4 – RCRCA/Area II Meeting – Redwood Falls - \$75.00; October 10 – 2W2P – Selection Committee Meeting – St. James - \$75.00; October 12 – GBERBA Executive Meeting – Mankato - \$75.00; October 17 2W2P – Policy Committee Meeting – St. James - \$75.00; October 19 – MN River Congress Meeting – Henderson - \$75.00; October 25 – SWCD Board Meeting – Office - \$75.00.

November 1 - RCRCA/Area II Annual Legislative Meeting – Redwood Falls - \$75.00; November 6 – SWCD Personnel Committee Meeting – Office - \$75.00; November 8 – MN River Congress Meeting – New Ulm - \$75.00; November 9 – GBERBA Policy/Technical Meeting – Mankato - \$75.00; November 14 – 2W2P – Policy Committee Meeting – St. James - \$75.00; November 15 – MASWCD Area V Meeting – Marshall - \$75.00; November 27 – SWCD Board Meeting – Office - \$75.00; November 30 – Cover Crop/MAWQCP Meeting – Windom - \$75.00.

December 6 - RCRCA/Area II Meeting – Redwood Falls - \$75.00; December 9-11 – MASWCD State Convention – Bloomington – \$75.00/day; December 13 – Personnel Committee - Employee Reviews – Office - \$75.00; December 19 – GBERBA Executive Meeting - \$75.00; December 20 – SWCD Board Meeting – Office - \$75.00.

Motion by Lingbeek, second by Nerem to approve the fourth quarter supervisor compensation and expenses.

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

ACCOUNTS PAYABLE and PAYROLL AS OF DECEMBER 31, 2018: Motion by Lingbeek, second by Duroe to approve the payment of all accounts payable and payroll as of December 31, 2018.

Affirmative: Duroe, Lingbeek, Tasler and Nerem.

Opposed: None.

Motion carried.

MN CAMPAIGN FINANCE BOARD – SUPERVISOR STATEMENT OF ECONOMIC INTEREST

WELLS FARGO SECURITIES – PLEDGE RECEIPT – SIGNATURE

Motion by Nerem, second Lingbeek by to approve signing the Pledge Receipt from Wells Fargo Securities for \$134,000 and \$93,000.

Affirmative: Duroe, Lingbeek, Tasler and Nerem.

Opposed: None.

Motion carried.

RCRCA: Lingbeek

GBERBA: Lingbeek and Gross

GBERBA – ADMINISTRATIVE/TECHNICAL COORDINATOR CONTRACT 2019 - Discussion

2W2P: Lingbeek

Daryl Tasler left meeting at 10:45 a.m.

SOUTHWEST PRAIRIE TSA: Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and MONTHLY FINANCIAL REPORTS:

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

Affirmative: Duroe, Lingbeek and Nerem

Opposed: None

Motion carried.

**CONTRACT for SERVICES (Administrator & Host District for Southwest Prairie TSA) and
CONTRACT for SERVICES (Financial Coordinator/Administrative Assistant) with MURRAY SWCD**

Motion by Lingbeek, second by Nerem to approve 2019 Contract for Services with the Southwest Prairie TSA for Host District and Administrator and Contract for Services Financial Coordinator/Administrative Assistant with Murray SWCD.

Affirmative: Duroe Lingbeek and Nerem

Opposed: None.

Motion carried.

MASWCD: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

ADMINISTRATOR REPORT: Kay Gross

NRBG – WELL SEALING COST-SHARE CONTRACT APPROVAL

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

Motion by Nerem, second by Lingbeek to approve the NRBG Well Sealing contracts approval for Bennett Trust (\$750.00).

Affirmative: Duroe, Lingbeek and Nerem

Opposed: None.

Motion carried.

Daryl Tasler returned to meeting at 11:45 a.m.

PERSONNEL COMMITTEE RECOMMENDATION - EMPLOYEE REVIEWS

Motion by Lingbeek, second by Nerem to approve the SWCD Employee Reviews and Personnel Committee recommendations starting January 1, 2019 including a 2% COLA. Grade and Range changes are as follows: Senior District Technician – Grade 10 Range L to M; Watonwan Watershed Technician Grade 6 Range A to B; Resource Technician Grade 7 Range B to C; Area 6 Certification Specialist Grade 11 G to H; All other position were static with 2% COLA.

Affirmative: Duroe, Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

**NONSTRUCTURAL LAND MANAGEMENT PRACTICES (NLMP) IMPLEMENTATION REQUEST FORM
EROSION CONTROL and WATER MANAGEMENT PROGRAM POLICY/STATE COST-SHARE POLICY - Discussion**

DISTRICT CELL PHONE

Motion by Tasler, second by Lingbeek to approve the updating of the SWCD cell phone to conform to provider services (flip phone without a chip are being discontinued).

Affirmative: Duroe, Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

BWSR FINANCIAL REPORT – AUTHORIZATION TO SIGN

Motion by Tasler, second by Duroe to approve the authorization of the District Administrator to sign all SWCD Grant Financial Reports for reporting and grant finalization through Elink to satisfy BWSR requirements.

Affirmative: Duroe, Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

**SWCD and GBERBA BWSR GRANT RECONCILIATIONS - Discussion
FY19 DISTRICT CAPACITY and BUFFER INITIATIVE GRANTS - Discussion
BWSR – INTERNAL CONTROLS EVALUATION REPORT - Discussion**

2016 and 2017 SWCD AUDITS

Motion by Duroe, second by Nerem to approve CliftonLarsonAllen to complete the 2016 audit at the cost of \$5,000 to \$6,000 plus direct expenses not to exceed \$300.

Affirmative: Duroe, Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

SUPERVISOR MEETINGS

January 3 – RCRA/Area II Meeting – Marshall; January 11 – GBERBA Policy Board Meeting – Mankato; January 16 – 2W2P Policy Committee Meeting – St. James; January 18 – Winter Farm Bill Assistance Workshop – Alexandria; January 22-25 – I-90 Soil Health Workshops – Multiple Locations; January 24 – SWCD Board Meeting – Office; January 28 or 29 – 2W2P Kickoff Meeting/Event – St. James.

SWCD EMPLOYEE MEETINGS

January 2 – 2W2P Steering Committee Meeting – St. James; January 3-4 – SSTS continuing Education – New Ulm; January 4 – State TSA Meeting – St. Cloud (Lodging and Meals); January 11 – GBERBA Policy Meeting – Mankato; January 15 – SSTS Talking Tour – Mankato; January 16 – 2W2P – Policy Committee Meeting – St. James; January 18 - Winter Farm Bill Assistance Workshop – Alexandria; January 22-25 – I-90 Soil Health Workshops – Multiple Locations; January 23 – GBERBA Technical Meeting – Mankato; January 24 – SWCD Board Meeting – Office; January 28 or 29 – 2W2P Kickoff Meeting/Event – St. James.

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

Affirmative: Duroe, Lingbeek, Tasler and Nerem

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 (Final Report)

PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report

GIS SPECIALIST – Marty Mollenhauer – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman Cody Duroe at 12:00 noon.

Next Meetings will be on Thursday, January 24, 2018 at 8:30 a.m. at the District Office.

District Supervisor

District Administrator