

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
MINUTES  
April 25, 2019**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on April 25, 2019. The meeting was called to order by Chairman Clark Lingbeek at 8:40 a.m.

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

Others Present: District Administrator, Kay Gross  
District Technician – Dave Bucklin  
NRCS Acting District Conservationist – Loren Clarke  
County Commissioner - Tom Appel

Absent: None

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

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**MINUTES:** Motion by Duroe, second by Muller to approve the March 21, 2019 Board Meeting minutes.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**FINANCIAL REPORT:** Motion by Muller, second by Duroe to receive the April 2019 Financial Report and subject to audit.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**ACCOUNTS PAYABLE:** Motion by Duroe, second by Tasler to approve paying the accounts payable as written on the April 2019 Financial Report totaling \$20,918.13.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**RCRCA:** Lingbeek

**GBERBA:** Lingbeek, Gross

**WATONWAN 1W1P** – Lingbeek, Appel

**SOUTHWEST PRAIRIE TSA:** Muller and Gross

**SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:**

Motion by Duroe, second by Nerem, to approve the Southwest Prairie Vouchers and Monthly Financials for April and Administrative Report.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

Motion by Duroe, second by Nerem to approve the BWSR Final Financial Reports for 2017 NPEA and Part 1 & 2 Enhanced Shared Technical Service Grants for the Southwest Prairie TSA.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**MASWCD:** Lingbeek

**COTTONWOOD COUNTY COMMISSIONER:** Commissioner Tom Appel

**LEASE AGREEMENT WITH COTTONWOOD COUNTY:**

Motion by Tasler, second by Duroe to approve the building lease with Cottonwood County at \$14.00 per sq. ft. for 1,468 work space and \$2.00 per sq. ft. for 264 for storage plus internet and phone. Two year agreement June 1, 2019 and December 31, 2020. Total amount of lease \$1,900 per month until December 31, 2020 pending Cottonwood County Board approval.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**BUFFER SEED:** Discussion.

**ADMINISTRATOR REPORT:** Kay Gross

**STATE COST-SHARE CONTRACT APPROVAL**

Shirley Matzke	19-03	Highwater 36	Grass Waterway	Cost \$11,560.80	C-S \$4,029.76
----------------	-------	--------------	----------------	------------------	----------------

Motion by Nerem, second by Tasler to approve the State Cost-Share contract for Matzke (\$4,029.76).

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**GBERBA COST-SHARE CONTRACT APPROVAL**

Tom Muller	17-05(319-TMDL)	Dale 14	Cover Crops	Cost \$4,000.00	C-S \$2,000.00
------------	-----------------	---------	-------------	-----------------	----------------

Motion by Duroe, second by Nerem to approve the GBERBA Cost-Share contract for Muller (\$2,000.00).

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Abstained: Muller

Motion carried.

**GBERBA MAWQCP TECHNICAL ASSISTANCE and INCENTIVE**

Cottonwood SWCD	TS-17-5-02	Additional Technical Assistance	Incentive \$6,000.00
Thomas Hansen	17-5-22	Worksheet Completed	Incentive \$100.00

Motion by Tasler, second by Duroe to approve the GBERBA MAWQCP Technical Assistance grant for the Cottonwood SWCD (\$6,000.00) and Incentive contract for Hansen (\$100.00).

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**JOB APPROVAL AUTHORITY – ENGINEERING PRACTICES**

Motion by Duroe, second by Nerem to approve recommending Job Approval Authority for David Bucklin and submit to the Natural Resource Conservation Service for authorization.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**RIVERFEST PARADE**

Motion by Tasler, second Duroe by to approve the entry fee for the Cottonwood SWCD and County Environmental Office for the Windom Riverfest Parade (\$10.00).

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**FAIR BOOK AD**

Motion by Duroe, second by Muller to approve the Fair Book ad for 2019 totaling \$209.00.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**BUILDING PURCHASES**

Motion by Tasler, second by Nerem to approve the purchase of staff chairs, file cabinets and range for the building move.  
Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe  
Opposed: None.  
Motion carried.

**CIVIL SETTLEMENT**

**SUPERVISOR MEETINGS**

May 2 - Area II/RRCRA Meeting – Marshall; May 10 – GBERBA Policy Board Meeting – Mankato; May 15 – 1W1P Policy Committee Meeting – St. James; May 23 – SWCD Board Meeting – Office.

**SWCD EMPLOYEE MEETINGS**

April 26 – Tree Handout – Office/DNR; April 30 – May 2 – Public Administrator Training – St. Cloud; May 3 & 6 – Office Move – Windom; May 6-10 – SSTS Advanced Training – Alexandria; May 8-9 – Nutrient Mgmt. Training – Le Center; May 10 GBERBA Policy Meeting – Mankato; May 15 - 1W1P Board and Steering Committee Meetings – St. James; May 17 – CMM Conference Call – Office; May 22 – Faribault Environmental Day – Blue Earth; May 23 – SWCD Board Meeting – Office; May 23 – AIS Workshop; May 29 - GBERBA Technical Committee Meeting – Mankato.

Motion by Duroe, second by Tasler to approve the Supervisor and Employee meetings and expenses for the month of April/May.  
Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe  
Opposed: None.  
Motion carried.

- NRCS ACTING DISTRICT CONSERVATIONIST – Loren Clarke**
- SENIOR TECHNICIAN – Dave Bucklin – Written Report**
- FARM BILL/PROGRAM TECHNICIAN – Becky Buchholz – Written Report**
- RESOURCE TECHNICIAN – Hannah Herzfeld – Written Report**
- WATONWAN WATERSHED TECHNICIAN – Joshua Votruba – Written Report**
- AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch – Written Report**
- AREA 5 CERTIFICATION SPECIALIST – Danielle Evers – Written Report**
- MN CONSERVATION CORP MEMBER – Lee Tapper – Written Report**
- PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report**
- GIS SPECIALIST – Marty Mollenhauer – Written Report**

**ADJOURNMENT:** Meeting adjourned by the Chairman at 10:45 a.m.

**Next Meeting will be on THURSDAY, MAY 23, 2019 at 8:30 a.m. at the District Office.**

\_\_\_\_\_  
District Supervisor

\_\_\_\_\_  
District Administrator