

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
March 21, 2019**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on March 21, 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

Others Present: District Administrator, Kay Gross
 District Administrative Program Assistant – Kari Clouse
 NRCS Soil Conservation Technician, Taylor LeTexier
 MN Conservation Corp Member, Lee Tapper

Absent: Secretary, Tom Muller
 PR&I, Cody Duroe

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

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

MINUTES: Motion by Tasler, second by Nerem to approve the February 28, 2019 Board Meeting minutes.

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

FINANCIAL REPORT: Motion by Tasler, second by Nerem to receive the March 2019 Financial Report and subject to audit.

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

ACCOUNTS PAYABLE: Motion by Tasler, second by Nerem to approve paying the accounts payable as written on the March 2019 Financial Report totaling \$17,642.23.

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

SUPERVISOR FIRST QUARTER COMPENSATION AND EXPENSES:

January 3 – RCRC/ Area II Meeting – Marshall - \$75.00; January 9 – Southwest Prairie TSA Reviews and Meeting – Marshall - \$75.00; January 11 – GBERBA Policy Meeting – Mankato - \$75.00; January 16 – 1W1P Watonwan Watershed Policy Committee Meeting – St. James - \$75.00; January 24 – SWCD Board Meeting – Office - \$75.00; January 28 – 1W1P Kick-Off Meeting – St. James - \$75.00.
February 1 – Mediation – Civil Case – Minneapolis - \$75.00; February 4 – SWCD Special Board Meeting – Office - \$75.00; February 7 – Area II/RCRCA Meeting – Redwood Falls - \$75.00; February 8 – GBERBA Executive Meeting – Mankato - \$75.00; February 22 - Area V Meeting – Marshall - \$75.00; February 28 – Cottonwood SWCD Meeting – Office - \$75.00.
March 1 – 1W1P Watonwan Watershed Policy Committee Meeting – St. James - \$75.00; March 5-6 – Legislative Day – St. Paul - \$75.00/day; March 7 – RCRC/ Area II Meeting – Marshall - \$75.00; March 8 – GBERBA Policy/Technical Meeting – Mankato - \$75.00; March 20 – 1W1P Watonwan Watershed Policy Committee Meeting – St. James - \$75.00; March 21 - SWCD Board Meeting – Office - \$75.00.

Motion by Nerem, second by Tasler to approve the Supervisor First Quarter Compensation and Expenses.

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

NRCS DISTRICT CONSERVATIONIST – Kelly Pfarr

Introduction of Soil Conservation Technician Taylor LeTexier
Memorandum of Understanding – Reviewed and Supervisors Signatures Obtained
Contribution Agreement - Review
Local Work Group – After SWCD Meeting April 25, 2019

RCRCA: Lingbeek

GBERBA: Lingbeek, Gross

WATONWAN 1W1P – Lingbeek, Appel

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

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

Affirmative: Lingbeek, Tasler 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

Jonathan Adrian	2019-3	Midway 34	Well Sealing	Cost \$700.00	C-S \$350.00
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Motion by Tasler, second by Nerem to approve the NRBG Well Sealing contract for Adrian (\$350.00).

Affirmative: Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

ANNUAL REPORT and ANNUAL PLAN WORK

Motion by Tasler, second by Nerem to approve the 2019 Annual Report and 2020 Annual Plan of Work.

Affirmative: Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

CLIFTONLARSONALLEN AUDIT and NONAUDITS – 2016-2017-2018

Motion by Nerem, second Tasler by to approve the Engagement Letter with CliftonLarsonAllen for the audit and nonaudit services for years ending December 31, 2016, 2017 and 2018 for cost of up to \$18,000.

Affirmative: Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

BWSR FINANCIAL RECONCILIATION CHECKLIST – Review 2016 SWCD Local Capacity

PROFESSIONAL DEVELOPMENT-TRAINING

Motion by Nerem, second by Tasler to approve the Wetland Delineation Training – July 8-12 - Arden Hills - \$900.00 Course \$100.00 Testing (Meals and No Lodging Required) and Advanced Design and Inspection Training – May 6-10, Alexandria - \$465 Course (Meals and Lodging 4 Nights).

Affirmative: Lingbeek, Tasler and Nerem

Opposed: None.

Motion carried.

SUPERVISOR MEETINGS

March 28 – Spring Hunting Forum – Windom; April 1 – Southwest Prairie TSA Meeting – Marshall; April 4 - Area II/RCRCA Meeting – Redwood Falls; April 12 – GBERBA Executive Board Meeting – Mankato; April 17 – 1W1P Policy Committee Meeting – St. James; April 25 – SWCD Board Meeting – Office; April 25 – Local Work Group Meeting – Office/

SWCD EMPLOYEE MEETINGS

March 22 – Southwest Prairie TSA Managers Meeting – Slayton; March 25 – County Safety Training – Windom; March 26-27 – Public Administrator Training – St. Cloud; March 26-28 – MFCO Conference – Marshall; March 28 – Seed Training – Marshall; March 28 – Spring Hunting Forum – Windom; March 29 – Middle MN River Watershed Meeting – New Ulm; April 1 – Southwest Prairie TSA Meeting – Marshall; April 3 - 1W1P Advisory Committee and Steering Committee Meetings – St. James; April – 4 Water Forum – Mankato; April 4 – Conditional Use Permit Meeting – Windom; April 6 – Farm and Home Show – Windom; April 6 – Ducks Unlimited Banquet – Windom; April 9 – CliftonLarsonAllen – Office; April 9 – Cottonwood County Weed Meeting – Windom; April 10 – CMM Meeting – Glencoe; April 10 – Ag Inspector Training – Redwood Falls; April 10 – Filter Strip Training – New Ulm; April 12 GBERBA Executive Board Meeting – Mankato; April 17 - 1W1P Steering Committee and Policy Committee Meetings – St. James; April 24 – GBERBA Technical Committee Meeting – Mankato; April 25 – SWCD Board Meeting and Local Work Group Meeting – Office; April 26 – Tree Handout – Office/DNR; April 30 – May 2 – Public Administrator Training – St. Cloud.

Motion by Tasler, second by Nerem to approve the Supervisor and Employee meetings and expenses for the month of March/April.

Affirmative: Lingbeek, Tasler and Duroe

Opposed: None.

Motion carried.

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 10:30 am.

Next Meeting will be on THURSDAY, APRIL 25, 2019 at 8:30 a.m. at the District Office.

District Supervisor

District Administrator