

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
MINUTES  
May 23, 2019**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on May 23, 2019. The meeting was called to order by Chairman Clark Lingbeek at 8:47 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  
District Administrative Program Assistant – Kari Clouse  
NRCS Acting District Conservationist – Loren Clarke  
NRCS Soil Conservation Technician, Taylor LeTexier  
County Commissioner - Tom Appel

Absent: None

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

Affirmative: Lingbeek, Muller and Duroe  
Opposed: None.  
Motion carried.

**MINUTES:** Motion by Muller, second by Duroe to approve the April 25, 2019 Board Meeting minutes.

Affirmative: Lingbeek, Muller and Duroe  
Opposed: None.  
Motion carried.

Jeremy Nerem and Daryl Tasler arrived at 8:53 a.m.

**FINANCIAL REPORT:** Motion by Muller, second by Duroe to receive the May 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 May 2019 Financial Report totaling \$40,415.50.

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

**RCRCA:** Lingbeek

Motion by Tasler, second by Jeremy to approve the signing of the Joint Powers Agreement Renewal, July 1, 2019 – June 30, 2021 by Representative Clark Lingbeek at the June RCRCA Meeting.

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

**GBERBA:** Lingbeek, Bucklin, 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 May Vouchers, Monthly Financials for April and Administrative Report.

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

Motion by Tasler, second by Duroe to approve the Memorandum of Agreement – NACD and Southwest Prairie TSA totaling \$125,000.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**MASWCD:** Lingbeek

Review Resolutions from Yellow Medicine SWCD.

**COTTONWOOD COUNTY COMMISSIONER:** Commissioner Tom Appel

**LEASE AGREEMENT WITH COTTONWOOD COUNTY (Previous Months Motion):**

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.

Motion by Nerem, second by Tasler to approve the first installment of rent (\$1,900.00) due one month prior to start of rental of rental agreement (June 1, 2019).

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried

**ADMINISTRATOR REPORT:** Kay Gross

**LOCAL WATER PLAN WELL SEALING COST-SHARE CONTRACT and PAYMENT APPROVAL**

Mary Ann Keffler	2019-04	Great Bend 25	Well Sealing	Cost \$575.00	C-S \$287.50
Charles Mau	2019-05	Great Bend 25	Well Sealing	Cost \$850.00	C-S \$425.00

Motion by Tasler, second by Nerem to approve the Local Water Plan Well Sealing Cost-Share and Payment contracts for Keffler (\$287.50) and Mau (\$425.00).

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**BWSR PRAP and TRAINING ASSISTANCE GRANT AMENDMENT**

Motion by Duroe, second by Tasler to approve the BWSR PRAP and Training Assistance Grant Amendment with the new ending date of December 31, 2019.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**CREP OUTREACH and IMPLEMENTATION PROGRAM GRANT PROPOSAL**

Motion by Tasler, second by Nerem to approve the CREP Outreach and Implementation Program Grant Proposal totaling \$41,780 for submission to BWSR.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**BWSR WORK ORDERS**

Motion by Tasler, second by Duroe to approve the BWSR Work Orders as submitted by staff.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**BUILDING PURCHASES**

Motion by Tasler, second by Nerem to approve the purchase of coffee maker and canisters (2).

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**PROFESSIONAL DEVELOPMENT TRAINING**

Motion by Muller, second by Duroe to approve the training including Managing the Human Resource (2 attendees) registration \$110/staff including meals and lodging (2 nights) and Conservation Planning Course (2 attendees) free registration including meals and lodging (4 nights).

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**TREE BARN UPGRADE**

Motion by Muller, second by Duroe to approve the purchase of supplies to upgrade the insulation in the tree barn up to \$900.00.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

**SUPERVISOR MEETINGS**

June 6 - Area II/RCRCA Meeting – Tyler; June 12 – Southwest Prairie TSA Meeting – Marshall; June 12 – HLWD Advisory Committee Meeting – Heron Lake; June 14 – GBERBA Executive Board Meeting – Mankato; June 19 – 1W1P Policy Committee Meeting – St. James; June 21 – Area V Meeting – Lake Benton; June 27 – SWCD Board Meeting – Office.

**SWCD EMPLOYEE MEETINGS**

May 29 - GBERBA Technical Committee – Mankato; June 5 - 1W1P Advisory Committee Meeting – St. James; June 5 - 1W1P Steering Team Meeting – St. James; June 8 - Riverfest Parade – Windom; June 11 - Des Moines Watershed WRAPS – Windom; June 12 - Southwest Prairie TSA Meeting – Marshall; June – 12 - HLWD Advisory Meeting – Heron Lake; June 13 - State Cost-Share Audit – Office; June 14 - GBERBA Executive Board Meeting – Mankato; June 17 - POW-WOW Parade – Mountain Lake; June 18-20 - MCIT – Managing the Human Resource – St. Cloud; June 19 - 1W1P Steering Team Meeting – St. James; June 19 - 1W1P Policy Committee Meeting – St. James; June 21 - Area V Meeting – Lake Benton, MN; June 25-26 - Public Administrator Training – St. Cloud; June 27 - SWCD Board Meeting – Office; June 27-28 - Conservation Planning/Soils Training – Marshall.

Motion by Nerem, second by Duroe to approve the Supervisor and Employee meetings and expenses for the month of May/June.

Affirmative: Lingbeek, Tasler, Nerem, Muller and Duroe

Opposed: None.

Motion carried.

- NRCS ACTING DISTRICT CONSERVATIONIST – Loren Clarke – Oral Report**
- 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 11:15 a.m.

**Next Meeting will be on THURSDAY, JUNE 27, 2019 at 8:30 a.m. at the District Office.**

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District Supervisor

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District Administrator