

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
MINUTES  
DECEMBER 19, 2019**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on December 19, 2019. The meeting was called to order by Chairman Clark Lingbeek at 9:45 a.m.

Members Present: Chairman, Clark Lingbeek  
Vice Chairman, Daryl Tasler  
Secretary, Tom Muller  
Treasurer, Jeremy Nerem

Others Present: District Administrator, Kay Gross  
District Administrative Program Assistant – Kari Clouse  
District Senior Technician – Dave Bucklin  
NRCS District Conservationist – Karen Boysen  
County Commissioner - Tom Appel

Absent: PR&I, Cody Duroe

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

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**MINUTES:** Motion by Muller, second by Nerem to approve the November 26, 2019 Board Meeting minutes.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**FINANCIAL REPORT and ACCOUNTS PAYABLE:** Motion by Muller, second by Tasler to receive the December 2019 Financial Report and subject to audit and pay accounts payable totaling \$8,890.41.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

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

October 3 – RCRC/Area II Meeting – Redwood Falls - \$75.00; October 11 – GBERBA Executive Meeting – Mankato - \$75.00; October 16 - 1W1P – Policy Committee Meeting – St. James - \$75.00; October 24 – SWCD Board Meeting – Office - \$75.00.

November 7 - RCRC/Area II Annual Legislative Meeting – Belview- \$75.00; November 8 – GBERBA Policy/Technical Meeting – Mankato - \$75.00; November 15 – Southwest Prairie TSA Interviews – Marshall - \$75.00; November 18 – Ag and Urban Forum – Mankato - \$75.00; November 20 – 1W1P Science Based Meeting – St. James - \$75.00; November 21 – MASWCD Area V Meeting – Marshall - \$75.00; November 26 – SWCD Board Meeting – Office - \$75.00.

December 5 - RCRC/Area II Meeting – Redwood Falls - \$75.00; December 8-10 – MASWCD State Convention – Bloomington – \$75.00/day; December 12 – Personnel Committee – Interview and Employee Reviews – Office - \$75.00; December 18 – 1W1P – Policy Committee Meeting – St. James; December 19 – SWCD Board Meeting – Office - \$75.00; December 20 – GBERBA Executive Meeting - \$75.00.

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

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**ACCOUNTS PAYABLE and PAYROLL AS OF DECEMBER 31, 2019:** Motion by Tasler, second by Nerem to approve the payment of all accounts payable and payroll as of December 31, 2019.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**2019 SWCD and GBERBA AUDIT  
MN CAMPAIGN FINANCE BOARD – SUPERVISOR STATEMENT OF ECONOMIC INTEREST**

**RCRCA:** Lingbeek  
**GBERBA:** Lingbeek and Gross  
**2020 GBERBA CONTRACT** – Combined Coordinators – Administrative, Technical and Financial

**WATERSHED TECHNICIAN POSITION CONTRACT**

Motion by Tasler, second by Nerem to approve the Watershed Technician contact with GBERBA for time spent on grants (including but not limited to Grant 37 – Cover Crops and Grant 39 – Multipurpose Drainage) in the GBERBA work area and reimbursed through staff calculated hourly rates on a monthly basis.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**AREA 6 MAWQCP SPECIALIST POSITION CONTRACT**

Motion by Nerem, second by Tasler to approve the signing of the 2020 -2021 Area 6 MAWQCP Specialist Position Contract for Services with GBERBA as directed in the MDA Joint Powers Agreement.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**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 December Vouchers, Monthly Financials and Administrative Report.

Affirmative: Lingbeek, Tasler, Muller 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 Nerem, second by Tasler to approve 2020 (and Beyond) 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: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**MASWCD CONVENTION REPORT**

**TSA STAFF REVIEWS**

Motion by Tasler, second by Muller to approve the TSA staff review recommendations by Dave Bucklin and submit.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**TSA STAFF RESIGNATIONS**

Motion by Tasler, second by Nerem to approve the resignation of Engineering Technician Chris Wall as of December 27, 2019 and the decline of position by Ryan Bartels.

Affirmative: Lingbeek, Tasler, Muller and Nerem

Opposed: None.

Motion carried.

**MASWCD:** Lingbeek

**COTTONWOOD COUNTY COMMISSIONER:** Commissioner Tom Appel

Ditch Inspections

Buildings

Solid Waste Ordinance

Union contracts have been set

**ADMINISTRATOR REPORT: Kay Gross**  
**GBERBA COST-SHARE CONTRACT FINAL PAYMENT**

Ramont Schrock      319-TMDL-16-17-06      Midway      Cover Crop      Cost \$2,415.20      C-S \$1,207.60

Motion by Tasler, second by Muller to approve the GBERBA cost-share contract and payment for Schrock (319-TMDL-16) totaling \$1,207.60.

Affirmative:      Lingbeek, Tasler, Muller and Nerem

Opposed:          None.

Motion carried.

**WELL SEALING COST-SHARE CONTRACT APPROVAL and PAYMENT AUTHORIZATION**

Andrew Englin      2019-11      Selma 1      Well Sealing      Cost \$975.21      C-S \$487.60

Motion by Nerem, second by Tasler to approve the well sealing cost-share contract (LWP) and payment authorization for Andrew Englin (\$487.60).

Affirmative:      Lingbeek, Tasler, Muller and Nerem

Opposed:          None.

Motion carried.

**PERSONNEL COMMITTEE RECOMMENDATION - EMPLOYEE REVIEWS**

Motion by Tasler, second by Nerem to approve the SWCD Employee Reviews and Personnel Committee recommendations starting January 1, 2020 including a 2% COLA and a pay scale overall increase of an additional 2.5%. Grade and Range changes are as follows: District Administrator – Same/Static; Senior District Technician – Same/Static; Farm Bill/Program Technician Grade 11 Range G to I; Area 6 Specialist Grade 11 Range H to I; Watershed Technician Grade 6 Range B to C; Resource Technician Grade 7 Range C to Grade 8 Range D; Administrative Program Assistant Grade 7 Range G to H (for one year); Program Technician starting at Grade 6 Range A.

Affirmative:      Lingbeek, Tasler, Muller and Nerem

Opposed:          None.

Motion carried.

**PROGRAM TECHNICIAN POSITION**

Motion by Tasler, second by Nerem to approve the candidate interview and set the tentative start date of December 16, 2019 at a starting wage of \$17.92.

Affirmative:      Lingbeek, Tasler, Muller and Nerem

Opposed:          None.

Motion carried.

**BWSR POLLINATOR LAWNS TO LEGUMES GRANT**

Motion by Nerem, second by Tasler to approve the submission of the BWSR Lawns and Legumes grant application and consent for the Cottonwood SWCD as Program Manager and Fiscal Agent with grant totaling \$29,000.

Affirmative:      Lingbeek, Tasler, Muller and Nerem

Opposed:          None.

Motion carried.

**COTTONWOOD COUNTY CONSERVATION PRACTICE FUND REQUEST**

Motion by Muller, second by Tasler to approve requesting conservation practice funds from Cottonwood County to help promote Best Management Practices throughout the County.

Affirmative:      Lingbeek, Tasler, Muller and Nerem

Opposed:          None.

Motion carried.

**COTTONWOOD COUNTY BUFFER FUND REQUEST – POLLINATORS - Discussion**

**RIM CORRECTIVE ACTION PLAN - VIOLATION**

Motion by Nerem, second by Muller to approve the move to formal Easement Violation for Easement #17-12-00-01 with a final date of January 10, 2020 to comply with directive as assessed by the Cottonwood SWCD Board of Supervisors.

Affirmative:      Lingbeek, Tasler, Muller and Nerem

Opposed:          None.

Motion carried.

**FURNITURE PURCHASE**

Motion by Muller, second by Tasler to approve the purchase of furniture for added work station totaling \$1,527.00.  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.

**EQUIPMENT PURCHASE**

Motion by Muller, second by Tasler to approve the purchase of two new computers and 2 monitors \$2,364.52; software (including GIS and spatial analysis) totaling \$6,660.00.  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.  
Tasler, Nerem

**DECEMBER HOLIDAY DECLARATION BY COUNTY**

Motion by Tasler second by Nerem to approve the December Holiday hours as declared by Cottonwood County including Office closure on December 24 at 12:00 noon and closing at 3:00 p.m. on December 31.  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.

**DECEMBER MEETING DATES**

**SUPERVISOR MEETINGS**

January 2 - Area II/RCRCA Legislative Meeting – Marshall; January 8 – Southwest Prairie TSA Reviews and Meeting – Marshall; January 10 – GBERBA Policy Board Meeting – Mankato; January 15 – 1W1P Meeting – St. James; January 23 - SWCD Board Meeting – Office.

**SWCD EMPLOYEE MEETINGS**

January 8 – Southwest Prairie TSA Reviews and Meeting – Marshall; January 8 – 1W1P Des Moines Watershed Meeting – Windom; January 10 – GBERBA Policy Board Meeting – Mankato; January 13 – SSTS Talking Points Meeting – Marshall; January 15 – 1W1P Meeting – St. James; January 22 – GBERBA Technical Meeting – Mankato; January 23 – SWCD Board Meeting – Office; January 22-25 SSTS Training – St. Cloud.

Motion by Muller, second by Tasler to approve the Supervisor and Employee meetings and expenses for the month of January 2020.  
Affirmative: Lingbeek, Tasler, Muller and Nerem  
Opposed: None.  
Motion carried.

**NRCS DISTRICT CONSERVATIONIST – Karen Boysen – 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**

**ADJOURNMENT:** Meeting adjourned by the Chairman at 11:55 a.m.

Next Meeting will be on THURSDAY, JANUARY 23, 2020 at 8:30 a.m. at the District Office.