

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
APRIL 23, 2020**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on April 23, 2020 through WebEx (video communications) . The meeting was called to order by Chairman Daryl Tasler at 8:35 a.m.

Cottonwood County Attorney Nick Anderson as attorney/chief legal counsel for the board, I am determining that requiring all supervisors to participate in person at board meetings is not practical or prudent. I have made that determination based on the WHO's determination that the COVID 19 outbreak is a health pandemic.

Member Present in Office: Chairman, Daryl Tasler
Members by Media (Zoom): Secretary, Jeremy Nerem
PR&I, Clark Lingbeek

Others Present in Office: District Administrator, Kay Gross
District Technician, Dave Bucklin
District Administrative Program Assistant, Kari Clouse
District Watershed Specialist, Josh Votruba

Others Present by Media: Tom Appel, Cottonwood County Commissioner

Absent: Vice Chairman, Tom Muller
Treasurer, Cody Duroe

CALL TO ORDER and ROLL CALL

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

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

MINUTES: Motion by Lingbeek, second by Nerem to approve the March 26, 2020 Board Meeting minutes.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

FINANCIAL REPORT: Review of Financial Reports November thru March.

Motion by Nerem, second by Lingbeek to approve the November, December 2019 and January, February and March 2020 corrections, as presented, and submit for audit.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

APRIL FINANCIAL REPORT:

Motion by Nerem, second by Lingbeek to approve the April Financial Report as presented and submit for audit.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Lingbeek, second by Nerem to approve to pay April accounts payable totaling \$21,701.73.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

RCRCA: Lingbeek

GBERBA: Lingbeek and Gross

WATONWAN 1W1P: Lingbeek, Appel

DES MOINES 1W1P: Bucklin, Gross

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

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

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

FY2018 ENHANCED SHARED TECHNICAL SERVICES GRANT EXTENSION

Motion by Nerem, second by Lingbeek to approve the BWSR grant agreement amendment as requested for the FY2018 Enhanced Shared Technical Services and extend the end date for the grant to June 30, 2021.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

NACD MEMORANDUM OF AGREEMENT

Motion by Lingbeek, second by Nerem to sign and submit of the 2020 Memorandum of Agreement with NACD for the technical assistant grant totaling \$125,000 with \$31,250 match.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

TSA STAFF

Motion by Nerem, second by Lingbeek to approve the TSA engineering staff the ability to work remotely from home and if necessary bring TSA vehicles to private homes for security purposes.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

MASWCD and AREA V: Lingbeek

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

County Ditches ~ Protocols for Opening to Public – In the Future ~ Feedlots and Covid-19

ADMINISTRATOR REPORT: Kay Gross

GBERBA COST-SHARE CONTRACT APPROVAL

Motion by Lingbeek, second by Nerem to approve the GBERBA Cost-Share contract for Schrock 17-09(319-TMDL-16) for \$3,875.00.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

WELL SEALING COST-SHARE CONTRACT APPROVAL

Motion by Nerem, second by Lingbeek to approve the Well Sealing Cost-Share contract for Bauer 2020-5 for \$492.50.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

BWSR MN CREP OUTREACH and IMPLEMENTATION PROGRAM REQUEST

Motion by Lingbeek, second by Nerem to approve the request submission for the BWSR MN CREP Outreach and Implementation Program for July 1, 2020 to June 30, 2022.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

NACD/MASWCD CONTRIBUTION AGREEMENT

Motion by Nerem, second by Lingbeek to approve the NACD/MASWCD Contribution Agreement for CRP Sign-up Conservation Planning with payment of \$440 per plan with a fifty percent match.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes

Opposed: None.

Motion carried.

COTTONWOOD COUNTY – DECLARING A STATE OF EMERGENCY – RESOLUTION 20-03-17A

Motion by Nerem, second by Lingbeek to approve the continuation of the Cottonwood County – Declaring a State of Emergency – Resolution and follow as needed into the future.
Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

RESTITUTION

Motion by Tasler, second by Nerem to approve the finalization of the Restitution Order through Civil Litigation and accept the funds as received from Renee Harnack totaling \$187,000 a difference of \$5,000 from Litigation Order.
Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

2017 and 2018 AUDIT UPDATE

PERSONNEL POLICY HANDBOOK – REVIEW and UPDATE

Set a meeting for Personnel Committee (Chair and Vice Chair) to review the updated Personnel Policy Handbook and make recommendations to the Board for approval.

APRIL/MAY MEETING DATES

SUPERVISOR MEETINGS – ALL MEETINGS SUBJECT TO CONFERENCE CALLING OR WEBEX

May 7 – RCRC/A Area II Meeting – Marshall; May 8 - GBERBA Policy Meeting – Mankato; May 20 – 1W1P Watonwan Policy Meeting – St. James; May 28 - Cottonwood SWCD Board - Office.

SWCD EMPLOYEE MEETINGS

April 27 – Tree Delivery – DNR; April 30-May 1 – Tree Handout – DNR; May 6 – Watonwan 1W1P Steering Team Meeting – St. James; May 8 – GBERBA Policy Board Meeting – Mankato; May 13 - Des Moines 1W1P Committee Meeting – Windom; May 20 - Watonwan 1W1P Policy Committee Meeting – St James; May 27 - GBERBA Technical Meeting – Mankato; May 28 - SWCD Board Meeting – Office.

Motion by Lingbeek, second by Nerem to approve the Supervisor and Employee meetings and expenses for the month of April/May 2020.

Roll Call Vote: Tasler – Yes Nerem – Yes Lingbeek - Yes
Opposed: None.
Motion carried.

NRCS DISTRICT CONSERVATIONIST - - Karen Boysen – Written Report

Local Work Group Meeting to be held in June.

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

PROGRAM TECHNICIAN – Lee Tapper – Written Report

MN CONSERVATION CORP MEMBER – Ashley Broussard – Written Report

PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report

ADJOURNMENT: Meeting adjourned by the Chairman at 10:00 a.m.

Next Meeting will be on **THURSDAY, May 28, 2020 at 8:30 a.m.** at the District Office.

District Supervisor

District Administrator