

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS
MINUTES
NOVEMBER 24, 2020**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on November 24, 2020 through WebEx (video communications) . The meeting was called to order by Vice Chairman Tom Muller 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.

Members Present in Office or Media (WebEx): Chairman, Daryl Tasler (In Office)
Vice Chairman, Tom Muller (In Office)
Secretary, Jeremy Nerem (In Office)
Treasurer, Cody Duroe (By WebEx)
PR&I, Clark Lingbeek (WebEx)

Others Present: District Administrator, Kay Gross
District Technician, Dave Bucklin
Kari Clouse, Administrative Program Assistant
MN Iowa Conservation Corp, Ashley Broussard

Others Present by Media: Tom Appel, Cottonwood County Commissioner (WebEx)

Absent: None

CALL TO ORDER and ROLL CALL

AGENDA: Motion by Tasler, second by Lingbeek to approve the agenda as presented with the addition of BWSR Work Order Contracts and County or SWCD Purchase of Conference Room Media upgrade, Laptop Purchase, TSA File Cabinet Purchase, MASWCD Convention Registration, Ramont Schrock Cover Crop Final Payment, and the GBERBA Joint Powers Agreement.

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

Opposed: None.

Motion carried.

MINUTES: Motion by Duroe, second by Tasker to approve the October 22, 2020 Board Meeting minutes.

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

Opposed: None.

Motion carried.

COTTONWOOD COUNTY COMMISSIONER: Commissioner Tom Appel

COMPUTER PURCHASE and CONFERENCE ROOM MEDIA UPGRADE

NOVEMBER FINANCIAL REPORT: Motion by Duroe, second by Lingbeek to approve the November Financial Report as presented and submit for audit.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek – Yes

Opposed: None.

Motion carried.

ACCOUNTS PAYABLE: Motion by Nerem, second by Tasler to approve and pay October accounts payable totaling \$52,841.01.

Roll Call Vote: Tasler – Yes Muller – Yes Nerem – Yes Duroe – Yes Lingbeek – Yes

Opposed: None.

Motion carried.

AUDIT UPDATE 2018 and 2019

At this time the 2019 Draft Financial Audit is at the State Auditor's Office for review and the 2019 audit work has commenced by another individual.

RCRCA: Lingbeek

GBERBA: Lingbeek, Bucklin and Gross

WATONWAN 1W1P: Lingbeek, Appel, Bucklin and Gross

DES MOINES 1W1P: Bucklin and Gross

SOUTHWEST PRAIRIE TSA: Muller and Gross

SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT:

Motion by Duroe, second by Nerem to approve the Southwest Prairie October/November Vouchers, Monthly Financials and Administrative Report.

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

Opposed: None.

Motion carried.

PURCHASE OF FILE CABINETS

Motion by Tasler, second by Nerem to approve the purchase of two 5 drawer file cabinets for the engineering staff totaling \$1,140.00.

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

Opposed: None.

Motion carried.

MASWCD and AREA V: Lingbeek

ADMINISTRATOR REPORT: Kay Gross

WELL SEALING COST-SHARE CONTRACT APPROVAL

Motion by Nerem, second by Lingbeek to approve the Well Sealing Cost-Share contract for Clint Engen 2020-17 (\$137.50).

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

Opposed: None.

Motion carried.

LETTER OF RESIGNATION

Motion by Duroe, second by Lingbeek to approve the Letter of Resignation by Hannah Herzfeld effective Friday, November 20, 2020.

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

Opposed: None.

Motion carried.

STATE CONVENTION REGISTRATION

Motion by Tasler, second by Muller to approve the registration expense of \$120 for the MASWCD State Convention Registration and Participant sign-in.

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

Opposed: None.

Motion carried.

DECEMBER EMPLOYEE REVIEWS and SWCD BOARD MEETING

Motion by Duroe, second by Tasler to approve setting the December Employee Reviews for Tuesday, December 15 and Cottonwood SWCD Board Meeting on Tuesday, December 22.

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

Opposed: None.

Motion carried.

COTTONWOOD SWCD LAPTOP COMPUTER PURCHASES

Motion by Tasler, second by Nerem to approve the purchase of two laptop computers for remote workstations totaling \$2,020 and approval for an additional remote work station laptop totaling \$1,010.00.

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

Opposed: None.

Motion carried.

BWSR PROFESSIONAL and TECHNICAL SERVICES WORK ORDER CONTRACTS

Motion by Duroe, second by Muller to approve the BWSR Professional and Technical Work Order Contracts #17-20-W004 (\$6,000.00) and #17-20-W005 (\$8,000.00).

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

Opposed: None.

Motion carried.

GBERBA JOINT POWERS AGREEMENT

Motion by Duroe, second by Lingbeek to approve the signing of the Greater Blue Earth River Basin Alliance Joint Powers Agreement.

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

Opposed: None.

Motion carried.

NOVEMBER/DECEMBER MEETING DATES

SUPERVISOR MEETINGS – ALL MEETINGS SUBJECT TO CONFERENCE CALLING OR WEBEX

November 30 – Des Moines Orientation – Virtual (Office or Home); December 3 - RCRCA/Area II Meeting – Zoom; December 4 – Watonwan 1W1P Executive Committee Meeting – Conference Call; December 8 – MASWCD State Convention – Virtual; December 15 – Personnel Reviews – Office/Virtual; December 18 – GBERBA Executive Board Meeting – WebEx(Office); December 22 - Cottonwood SWCD Board – WebEx(Office).

SWCD EMPLOYEE MEETINGS

November 30 – Des Moines Orientation – Virtual (Office or Home); November 30 – CMM Conference Call; December 1 – Watonwan 1W1P Steering Team Meeting – WebEx; December 2 – Southwest Prairie TSA Manager’s Meeting – WebEx; December 4 – Watonwan 1W1P Executive Committee Meeting – Conference Call; December 8 – MASWCD State Convention – Virtual; December 14 – Watonwan 1W1P Steering Team Meeting – WebEx; December 15 – Personnel Reviews – Office/Virtual; December 17 – BWSR State Board Meeting – Virtual; December 18 – GBERBA Technical Committee Meeting – WebEx; December 18 – GBERBA Executive Board Meeting – WebEx(Office); December 22 - Cottonwood SWCD Board – WebEx(Office).

Motion by Tasler, second by Duroe to approve the Supervisor and Employee meetings and expenses for the month of November/December 2020.

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

Opposed: None.

Motion carried.

- NRCS DISTRICT CONSERVATIONIST – Karen Boysen**
- SENIOR TECHNICIAN – Dave Bucklin – Written Report**
- FARM BILL/PROGRAM TECHNICIAN – Becky Buchholz – Written Report**
- RESOURCE TECHNICIAN – Hannah Herzfeld – 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 9:50 a.m.

Next Meeting will be on TUESDAY, December 22, 2020 at 8:30 a.m. at the District Office (by WebEx).

District Supervisor

District Administrator