

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
November 24, 2020**

Office Site of Meeting – Cottonwood SWCD Office – 210 10th Street, Windom, MN

Meeting will be conducted through WebEx with Conference Calling Capabilities - Login information sent 11-17 by email

CALL TO ORDER and ROLL CALL (all motions will be by Roll Call Vote)

AGENDA – Approval

MINUTES of October 22, 2020 Board Meeting

COMMISSIONER REPORT – Tom Appel

- Monthly Update
- County or SWCD Conference Room Media Purchase
- Covid Related Costs for District

1. FINANCIAL – Kari Clouse

- Financial Report (*Will be sent November 23 by email*)
- Accounts Payable
- Audit for 2018 and 2019

2. COMMITTEE REPORTS and ACTION ITEMS

RCRCA – Clark Lingbeek

GBERBA – Clark Lingbeek

1W1P WATONWAN – Clark Lingbeek, Tom Appel

1W1P DES MOINES – Dave Bucklin, Kay Gross

SOUTHWEST PRAIRIE JPO – Tom Muller

- Southwest Prairie TSA Vouchers, Financial and Administrative Report
- Purchase of 2 – 5 Drawer File Cabinets for Engineering Staff - \$1,140.00
- Staff Reviews

MASWCD and AREA V – Clark Lingbeek

3. ADMINISTRATIVE – Kay Gross

•Well Sealing Cost-Share Contract

Clint Engen	2020-17	Ann 23 Well Sealing – 1	Cost \$275.00	C-S \$137.50
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- Resignation** – Hannah Herzfeld final day Friday, November 20
- MASWCD State Convention** – Tuesday, December 8 – (Packet of Information in November Board Packet)
 - Registration for Supervisor and Staff Participation - \$120/Office
- Staff Reviews** – Tuesday, December 15 – starting at 9:00 a.m. by WebEx
- December SWCD Board Meeting** – Move to Tuesday, December 22 starting at 8:30 a.m. (No Potluck)
- SWCD Computer Purchase** – Purchased two new laptops for remote work stations - \$2,020
 - Approval for one more laptop as remote work stations - \$1,010
- BWSR Professional and Technical Services Work Order Contracts**
 - 17-20-W004 - \$6,000 – Easements #17-02-20-01, #17-03-20-01, #17-04-20-01
 - 17-20-W005 - \$8,000 – Easement #17-05-20-01, #17-06-20-01, #17-07-20-01, #17-05-20-14
- GBERBA Joint Powers Agreement**

•Meetings

November	30	Des Moines Orientation – Virtual	Tom, Jeremy, Staff
November	30	CMM Conference Call	Kay, Dave
December	1	Watowan 1W1P Steering Team Meeting	Kay, Dave
December	2	Southwest Prairie TSA Manager’s Meeting – WebEx	Kay
December	3	RCRCA/Area II Meeting – Zoom	Clark
December	3	Watowan 1W1P Steering Team Meeting	Kay, Dave
December	4	Watowan 1W1P Executive Committee Meeting	Clark, Tom A., Staff
December	8	MASWCD State Convention – Virtual	Supervisors, Staff
December	14	Watowan 1W1P Steering Team Meeting	Kay, Dave
December	15	Personnel Reviews – Office/Virtual	Daryl, Tom, Staff
December	17	BWSR Board Meeting – Virtual	Kay and Dave
December	18	GBERBA Technical Committee Meeting – Virtual	Kay, Dave, Kari
December	18	GBERBA Executive Board Meeting – Virtual	Clark, Tom A. Staff
December	22	SWCD Board Meeting – Virtual	Supervisors, Staff

4. **DISTRICT CONSERVATIONIST – CST LEADER – Karen Boysen or Betsy Norland**
5. **TECHNICIAN – Dave Bucklin – Written Report**
6. **FARM BILL ASSISTANT/PROGRAM TECHNICIAN – Becky Buchholz – Written Report**
7. **RESOURCE TECHNICIAN – Hannah Herzfeld – Written Report**
8. **PROGRAM TECHNICIAN/FEEDLOT ASSISTANT – Lee Tapper – Written Report**
9. **AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch – Written Report**
10. **AREA 5 CERTIFICATION SPECIALIST – Danielle Evers – Written Report**
11. **MN CONSERVATION CORP – MAWQCP INTERN – Ashley Broussard – Written Report**
12. **PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report**

Next Regular Meeting – Tuesday, December 22 – 8:30 a.m. – Cottonwood SWCD Office