

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING**

January 28, 2021

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 1-21 by email

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

AGENDA – Approval

CONSENT AGENDA – Approval

Board Positions, Committees, BWSR Final Financial Reports, Mileage Rate, Copy Rate, Health and Life Insurance, Banking Institutions, Newspapers; and

Authority to pay all bills necessary to avoid finance charges (before Monthly Board Meeting)

MINUTES of December 22, 2020 Board Meeting

1. FINANCIAL – Kari Clouse

- Financial Report (*Will be sent January 27 by email*)
- Audit for 2018 and 2019 – Representation Letter – Approval – and Billing
- Capital Outlay – Increase Threshold from \$1,000 to \$2,500
- Accounts Payable
- MN Campaign Finance Board

2. COMMITTEE REPORTS and ACTION ITEMS

RCRCA – Clark Lingbeek

GBERBA – Clark Lingbeek

- Discussion on 2021 Contract – Combined Coordinators – Administrative-Technical-Financial - \$60,000
- Introduction of Dru Larson, Conservation Corp Member – MAWQCP Intern

1W1P WATONWAN – Dave Bucklin, Kay Gross

1W1P DES MOINES – Dave Bucklin, Kay Gross

SOUTHWEST PRAIRIE JPO – Tom Muller

- Southwest Prairie TSA Vouchers, Financial and Administrative Report
- Fourth Round Technical Assistance Grant TA2021 Priority Request Submission
- TSA Year End Report

MASWCD and AREA V – Clark Lingbeek

COMMISSIONER REPORT – Tom Appel

- Monthly Update

3. ADMINISTRATIVE – Kay Gross

•County Buffer Cost-Share Contract and Final Payment Approval

Ramont Schrock CB20-01 Midway 3 Critical Area Planting/Cover Crop Cost \$5,238.85 C-S \$2,619.43

•Well Sealing Cost-Share Contract

Darelyn Harrington 2021-01 Amo 22 Well Sealing – 2 Cost \$2,100.00 C-S \$950.00

•Job Approval Authority

Becky Buchholz and Lee Tapper

•BWSR – Work Order Contract – 17-20-W006 – 17-01-20-01 - \$2,000.00

•Upcoming Training

Lee Tapper – SSTS Design Course – Alexandria – February 1-5 – Registration \$495/Lodging/Meals

Becky Buchholz – SSTS Continuing Education Mankato – March 4-5 – Registration \$195/Lodging/Meals

•Meetings

February	1-5	SSTS Design Course – Alexandria	Lee
February	3	Watowan Steering Team Meeting – WebEx	Kay, Dave, Dru
February	4	RCRCA/Area II Meeting – Zoom	Clark
February	8	Watowan Steering Team Meeting - WebEx	Kay, Dave, Dru
February	12	GBERBA Executive Board Meeting – WebEx	Clark, Tom A. Staff
February	17	Watowan Steering Team Meeting – WebEx	Kay, Dave, Dru
February	18	MAFCO Meeting – WebEx	Alex
February	20	Des Moines Valley Deer Hunters Association Ticket - \$55.00 Membership and Dinner	Staff
February	22	Watowan Steering Team Meeting – WebEx	Kay, Dave, Dru
February	24	GBERBA Technical Committee Meeting – WebEx	Kay, Dave, Dru
February	25	SWCD Board Meeting – WebEx	Supervisors, Staff

4. DISTRICT CONSERVATIONIST – CST LEADER – Karen Boysen

5. TECHNICIAN – Dave Bucklin – Written Report

6. FARM BILL ASSISTANT/PROGRAM TECHNICIAN – Becky Buchholz – Written Report

7. PROGRAM TECHNICIAN/FEEDLOT ASSISTANT – Lee Tapper – Written Report

8. AREA 6 CERTIFICATION SPECIALIST – Herman Bartsch – Written Report

9. AREA 5 CERTIFICATION SPECIALIST – Danielle Evers – Written Report

10. MN CONSERVATION CORP – MAWQCP INTERN – Dru Larson – Written Report

11. PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report

Next Regular Meeting – Thursday, February 25 – 8:30 a.m. – Cottonwood SWCD Office

COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT
Consent Agenda – 1-22-2021

BOARD POSITIONS 2020

Chairman Daryl Tasler
Vice-Chairman Tom Muller
Secretary Jeremy Nerem
Treasurer Cody Duroe
PR&I Clark Lingbeek

BOARD POSITIONS 2021

Chairman Tom Muller
Vice-Chairman Jeremy Nerem
Secretary Cody Duroe
Treasurer Clark Lingbeek
PR&I Daryl Tasler

(Cottonwood SWCD is on a rotational basis for Board Positions)

SWCD COMMITTEES:

2020		2021
Personnel	Chair - Daryl Tasler	Chairman – Tom Muller
	Vice Chair – Tom Muller	Vice Chair – Jeremy Nerem
Comprehensive Water Plan	Tom Muller, Clark Lingbeek	Same
Planning & Budget	Cody Duroe	Same
Redwood-Cottonwood Rivers Control Area	Clark Lingbeek	Same
Alternate	Cody Duroe	Same
GBERBA	Clark Lingbeek	Same
Alternate	Daryl Tasler	Same
Watowan Watershed 1W1P	Clark Lingbeek	Same
Alternate	Tom Muller	Same
Des Moines Watershed 1W1P	Tom Muller	Same
Alternate	Jeremy Nerem	Same
Southwest Joint Powers Organization	Tom Muller	Same
Alternate	Cody Duroe/Daryl Tasler	Same
Reinvest in Minnesota	Cody Duroe	Same
Alternate	Daryl Tasler	Same
Heron Lake Watershed District Advisory Board	Clark Lingbeek	Same

BWSR Final Financial Reports – Elink

District Administrator is approved to sign all BWSR Final Financial Reports for entities reported by the Cottonwood SWCD this includes but is not limited to SWCD, County, GBERBA and Southwest Prairie TSA.

Mileage

Mileage to be determined as the State regulates each year.
 \$0.56 for 2021

Copies

Reimbursement for copies - \$.40 color copies and \$.10 black and white copies

Health and Life Insurance

Reimbursement for work outside County – add insurance to calculated hourly rate
 Reimbursement for County Work – Grant Positions add insurance to calculated hourly rate

Official Authorization for 2021:

Banking Institute

2021 - Bank of the West, Windom & Bank Midwest-Windom

Newspaper

2021 - All newspapers in Cottonwood Co.

Monthly Invoices

Allow staff to pay all bills necessary to avoid finance charges (Before Monthly Board Meeting)