

**COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
MINUTES  
SEPTEMBER 23, 2021**

The Cottonwood Soil and Water Conservation District Board of Supervisors held their monthly meeting at the District Office, Windom, MN on September 23, 2021 through WebEx (video communications). The meeting was called to order by Chairman Tom Muller at 8:47 a.m.

**Members Present in Office or**

**Media (WebEx):**

Chairman, Tom Muller (Office)  
Secretary, Cody Duroe (WebEx – State Bank of Jeffers, MN 102-Whited Street)  
Treasurer, Clark Lingbeek (Office)  
PR&I, Daryl Tasler (Office)

**Others Present:**

District Administrator, Kay Gross (Office)  
Dave Bucklin, District Technician (Office)  
Kari Clouse, Administrative Program Assistant (Office)  
Dru Larson, MN-IA Conservation Corps (Office)  
Karen Boysen, NRCS CST Leader, (Office)

**Absent:**

Vice Chairman, Jeremy Nerem

**CALL TO ORDER and ROLL CALL**

**AGENDA:** Motion by Lingbeek, second by Tasler to approve the agenda with additions.

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

Opposed:        None.

Motion carried.

**MINUTES:** Motion by Duroe, second by Tasler to approve the August 24, 2021 Board Meeting minutes.

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

Opposed:        None.

Motion carried.

**SEPTEMBER FINANCIAL REPORT:** Motion by Tasler, second by Lingbeek to approve the September Financial Report as presented and submit for audit.

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

Opposed:        None.

Motion carried.

**ACCOUNTS PAYABLE:** Motion by Lingbeek, second by Duroe to approve and pay September accounts payable totaling \$378,205.43.

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

Opposed:        None.

Motion carried.

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

July 1 – Area II/RCRCA Meeting – Marshall/Zoom - \$75.00; July 15 – Des Moines Policy Board Meeting – Windom/WebEx - \$75.00; July 16 - GBERBA Policy Board Meeting – WebEx (Office) - \$75.00; July 22 – SWCD Board Meeting – WebEx(Office) - \$75.00.

August 5 – Area II/RCRCA Meeting – Redwood Falls/Virtual - \$125.00; August 19 – Des Moines Policy Board Meeting – Windom/WebEx - \$125.00; August 24 – SWCD Board Meeting – WebEx(Office) - \$125.00; August 25 – GBERBA Executive Board Meeting – Office/WebEx - \$125.00.

September 2 – RCRCA Meeting/Area II Meeting – Redwood Falls/Zoom - \$125.00; September 8 – Southwest Prairie JPO Meeting – WebEx(Office) - \$125.00; September 10 – GBERBA Policy Board Meeting – WebEx(Office) - \$125.00; September 16 – Des Moines Policy Board Meeting – Office/WebEx - \$125.00; September 21 – Interviews – Office - \$125.00; September 23 – SWCD Board Meeting – WebEx(Office) - \$125.00.

Motion by Lingbeek, second by Duroe to approve the third quarter supervisor compensation and expenses.

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

Opposed:        None.

Motion carried.

**Update 2017-2019 Financials**

**RCRCA:** Lingbeek

**GBERBA:** Lingbeek, Bucklin and Gross

**DES MOINES 1W1P:** Muller and Gross

**SOUTHWEST PRAIRIE TSA:** Muller and Gross

**SOUTHWEST PRAIRIE TSA VOUCHERS and FINANCIAL REPORT**

Motion by Lingbeek, second by Duroe to approve the Southwest Prairie August Monthly Financials, August vouchers and September Administrative Report.

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

Opposed: None.

Motion carried.

**ENGINEERING TECHNICIAN RANGE INCREASE**

Motion by Tasler, second by Lingbeek to approve the range increase from 15D to 16D (Job Approval Authority increase) for Jake Harrison.

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

Opposed: None.

Motion carried.

**MASWCD:** Lingbeek

**COTTONWOOD COUNTY COMMISSIONER:** Commissioner Tom Appel

**COTTONWOOD COUNTY RESOLUTION DECLARING A STATE OF EMERGENCY**

**COTTONWOOD COUNTY LEASE AGREEMENT 2022**

Motion by Tasler, second by Duroe to approve the Cottonwood County Lease Agreement for 2022 rent at \$1,995 per month and \$23,940 for the year.

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

Opposed: None.

Motion carried.

**ADMINISTRATOR REPORT:** Kay Gross

**GBERBA WBIF – WATONWAN WATERSHED CONTRACT APPROVAL**

Mitch Klingsporn WBIF-WW-21-17-02 Carson 36 Cover Crops 120 ac/3yr flat rate Cost \$15,120.00 C-S \$15,120.00

Motion by Duroe, second by Lingbeek to approve the GBERBA Watershed Based Implementation Funding – Watonwan Watershed Contract for Klingsporn WBIF-WW-21-17-02 (\$15,120.00) flat rate contract and 3-year contract.

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

Opposed: None.

Motion carried.

**LAWNS TO LEGUMES COST-SHARE CONTACT APPROVAL**

Kristi Hedman L2L-FY20-Cottonwood-36 Great Bend 24 Pollinator Project Cost \$315.00 C-S \$218.67

Deborah Polzin L2L-FY20-Cottonwood-37 Great Bend 25 Pollinator Project Cost \$500.00 C-S \$450.00

Motion by Lingbeek, second by Tasler to approve the Lawns to Legumes Cost-Share Contract Hedman L2L-FY20-Cottonwood-36 (\$218.67) and Polzin L2L-FY20-Cottonwood-37 (\$450.00).

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

Opposed: None.

Motion carried.

**TREE BARN**

Motion by Tasler, second by Lingbeek to approve spending \$500 to insulate the ceiling of the tree barn this fall.

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

Opposed: None.

Motion carried.

**BWSR NON-COMPLIANCE DIRECTIVE – Discussion**

**BWSR 2022 & 2023 SWCD PROGRAMS & OPERATIONS GRANT AGREEMENT**

Motion by Lingbeek, second by Tasler to approve BWSR 2022 & 2023 SWCD Programs & Operations Grant totaling \$66,076 ending December 31, 2024.

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

Opposed:        None.

Motion carried.

**BWSR STATE OF MN JOINT POWERS AGREEMENT – WETLAND BANKING FACILITATION**

Motion by Tasler, second by Lingbeek to approve BWSR State of MN Joint Powers Agreement – Wetland Banking Facilitation- Lindeman Project totaling \$16,000.00 September 30, 2021 to December 31, 2024.

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

Opposed:        None.

Motion carried.

**SWCD 2022 BUDGET**

Motion by Duroe, second by Tasler to approve the SWCD 2022 Budget.

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

Opposed:        None.

Motion carried.

**STAFF WAGES**

**WATERSHED TECHNICIAN POSITION**

Motion by Duroe, second by Tasler to approve the hiring of Jacob Gross for the Watershed Technician position at an 11-G 2021 starting wage. Leave will be set at 16 days per year (9-10yr level) with a step increase (11-H) after a favorable sixth month review. Starting date will be October 18, 2021.

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

Opposed:        None.

Motion carried.

**HARVEST GREETING**

Motion by Tasler, second by Lingbeek to approve the Harvest Greeting Promotion and allowing \$250.00 of MAWQCP District funding.

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

Opposed:        None.

Motion carried.

**STAFFING NEEDS**

**TRAINING REQUEST**

Motion by Lingbeek, second by Duroe to approve attendance at the MN Onsite Wastewater Association Winter Conference for Becky Buchholz, February 6-8, 2022 in Alexandria including registration, lodging, meals and mileage (if requested).

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

Opposed:        None.

Motion carried.

**OCTOBER SWCD BOARD MEETING – DATE CHANGE**

Motion by Tasler, second by Duroe to move the Cottonwood SWCD October Board Meeting to Tuesday, October 19 starting at 8:00 a.m.

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

Opposed:        None.

Motion carried.

**SEPTEMBER/OCTOBER MEETING DATES**

**SUPERVISOR MEETINGS**

October 7 - RCRCA/Area II Meeting – Redwood Falls/Zoom; October 15 - GBERBA Executive Board Meeting – Undecided; October 21 - Des Moines Policy Board Meeting – Windom; October 28 - SWCD Board Meeting – Office/WebEx

**SWCD EMPLOYEE MEETINGS**

September 30 - MASWCD Capacity Discussion – WebEx; September 30 - MCFO Regional Meeting – Marshall; October 12 - GBERBA – CMM WebEx – Office; October 13 - Des Moines Steering Team Meeting – Windom; October 15 - GBERBA Executive Board Meeting – WebEx; October 19 - SWCD Board Meeting – Office/WebEx; October 20 - GBERBA Technical Meeting – WebEx; October 21 - Des Moines Policy Board Meeting - Windom; October 26-28 - BWSR Academy – Virtual.

Motion by Lingbeek, second by Duroe to approve the Supervisor and Employee meetings and expenses for the month of September/October 2021.

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

Opposed:        None.

Motion carried.

**NRCS – Karen Boysen, NRCS CST Leader – Report Given**

**SENIOR TECHNICIAN – Dave Bucklin – Written Report**  
**FARM BILL/PROGRAM TECHNICIAN – Becky Buchholz – 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 – Dru Larson – Written Report**  
**PLANNING and ZONING TECHNICIAN – Alex Schultz – Written Report**

**ADJOURNMENT:** Meeting adjourned by the Chairman at 11:20 a.m.

**Next Meeting will be on THURSDAY, OCTOBER 19, 2021 at 8:00 a.m. at the District Office (by WebEx).**

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**District Supervisor**

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**District Administrator**