Minutes of the October 26, 2017 Regular Board Meeting

Minutes of the October 26, 2017 Dodge Soil and Water Conservation District’s Regular Board of Supervisor’s meeting, conference room, USDA Service Center, Dodge Center, Minnesota.

The meeting was called to order by Chair, Larry Scherger at 7:26 PM.

**Members Present:** Larry Scherger, Chair
Bill Thompson, Vice-Chair
David Livingston, Secretary
Glenn Hahn, Treasurer (in at 7:31)

**Members Absent:** Bruce Freerksen, PR&I

**Others Present:** Adam King, District Manager, Dodge SWCD
David Copeland, Board Conservationist, BWSR

**Approval of Meeting Agenda** – Adam King, District Manager provided a revised agenda to the board. A motion was made to approve the October 26, 2017 meeting agenda as revised.
Motion: Bill Thompson
Seconded: David Livingston
The motion carried unanimously.

**Approval of the September 21, 2017 Board Meeting Minutes** – There were no corrections to the minutes of the September 21, 2017 board meeting. A motion was made to approve the September 21, 2017 Dodge Soil and Water Conservation District’s regular Board of Supervisors meeting minutes as presented.
Motion: David Livingston
Seconded: Bill Thompson
The motion carried unanimously.

**Partner Agency Reports**

**Dodge County Commissioner’s Report**
Rhonda Toquam, Dodge County District IV Commissioner, was unable to attend the meeting.

**Minnesota Board of Water and Soil Resources Report**
David Copeland, Board Conservationist, Minnesota Board of Water and Soil Resources (BWSR), reported hiring Alyssa Core as the Wetland Specialist out of Rochester. Core has previous experience with the Wisconsin Department of Natural Resources. The BWSR is hiring two training engineer positions (one in the north, and one in the south) to assist Soil and Water Conservation District (SWCD) and Natural Resources Conservation Service (NRCS) staff with obtaining Job Approval Authority for conservation practices. The BWSR has hired Aaron Peter for

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Supervisors: Bill Thompson – Bruce Freerksen – Larry Scherger – David Livingston – Glenn Hahn
the southern position to be housed in Rochester, MN. Peter has previous experience as the Area Engineer for the NRCS, and will start for the BWSR on November 15, 2017. The BWSR is also hiring two training resource conservationist positions (one in the north, and one in the south) to assist SWCD and NRCS staff with obtaining Technical Approval Authority for conservation cover practices, with those positions having closed on Tuesday, October 24, 2017. The BWSR has interviewed for three Buffer Law Technicians to enforce the Buffer Law in counties that did not elect jurisdiction of the buffer law. The buffer law takes effect on Wednesday, November 01, 2017 for public waters. Dodge SWCD will have to notify the BWSR on any enforcement actions, as Dodge County did not elect jurisdiction of the buffer law. The BWSR has entered into an agreement with the NRCS to fund conservation planning positions to help get federal Environmental Quality Incentives Program (EQIP) funds spent in seven watersheds in Minnesota. The Root River and Cedar River Watersheds each have been chosen to host a position.

Glenn Hahn entered at 7:31 P.M.

There were no other partner agency reports.

**Treasurer’s Report**

**Approval of the Treasurer’s Financial Statements and Payment of New Bills** – Adam King, District Manager, presented revised September 2017 Revenue, and Expenditure sheets. Glenn Hahn, Treasurer, reported and presented the September 2017 Balance Sheet, and Aging Summary. King reviewed the grant logs for the third quarter. Verizon Wireless for $68.83, Dodge Center Lions Club for $128.02, Affordable Portables, for $324.47, University of Minnesota Extension for $133.75, M and H Tent for $427.50, and TechRight Services. for $44.00 were added to the Aging Summary, for a total of $1,479.67. A motion was made to approve the September 2017 Treasurer’s Report, and to approve payment of the bills on the Aging Summary, for a payables total of $1,479.67.

Motion: David Livingston
Seconded: Bill Thompson
The motion carried unanimously.

**Unfinished Business**

**FY17 Board of Water and Soil Resources Local Capacity Services Grant Amendment**

Adam King, District Manager, requested a letter from the Minnesota Board of Water and Soil Resources (BWSR) outlining what is the problem with the grant, how it happened, options that were explored, the option that was selected and why, a timeline in which BWSR would like everything completed, and what happens if Dodge SWCD doesn’t follow through with the selected option. King presented the BWSR response letter requesting $5,250.00 as soon as possible to correct an accounting oversight. King explained the BWSR is requesting, not requiring, the return of $5,250.00, with no further action currently taken if the $5,250.00 is not returned. King asked the supervisors what is best for conservation, to return the $5,250.00 to the BWSR, or use it for financial assistance to landowners installing conservation practices. King gave an example of an accounting oversight that happened at Wabasha SWCD, having double paid the BWSR. The BWSR did not return the funds to Wabasha SWCD. David Copeland, BWSR, reiterated that this was a BWSR mistake, and that because Dodge SWCD did nothing wrong, BWSR couldn’t withhold funding. The supervisors discussed the issue. A motion was made to sign and submit the
FY17 BWSR Local Capacity Services Grant Amendment, and return $5,250.00 with a letter explaining what these funds are costing Dodge SWCD.

Motion: David Livingston
Seconded: Bill Thompson
The motion carried unanimously

**District Cost-Share Contract 2017-05 (Wolf) Encumbrance**

Adam King, District Manager, informed the supervisors that Bruce Wolf is requesting cost-share for a well decommissioning from the District Cost-Share Program, but has not signed the Cost-Share Contract. Dodge SWCD staff should have it next month.

**New Accountant letter**

Adam King, District Manager, presented a draft request for proposal for accounting services. The supervisors requested to add Jay Standinger, CPA, and Barry Mosier, CPA, to the list of recipients, and add a bullet to the letter stating that they must be able to work with the Treasurer and District Manager on monthly financials. A motion was made to approve King to send the request for proposal as revised.

Motion: David Livingston
Seconded: Bill Thompson
The motion carried unanimously

**FY16 Board of Water and Soil Resources Local Capacity Services Grant Correction Plan**

Adam King, District Manager, presented a correction plan for the FY16 Board of Water and Soil Resources (BWSR) Local Capacity Services Grant. Dodge Soil and Water Conservation District approved an extension of District Cost-Share Contract 2016-03 after the contract had already expired. Instead of an extension, it should have been a new contract. Corrective actions include reviewing the “Implementing Contracts with Landowners” of the “Erosion Control and Water Management Program Policy.” David Copeland, BWSR, reviewed the documents with the supervisors.

**New Business**

**FY18 Conservation Cost-Share Technical Assistance Option**

Adam King, District Manager, presented the technical assistance option for the use of FY18 State Conservation Cost-Share funds. A motion was made to sign and submit the technical assistance option form for the Minnesota Board of Water and Soil Resources FY18 Conservation Cost-Share Grant.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously

**2016 Audit Submittal**

Adam King, District Manager, presented the Audit of the 2016 Financials drafted by Michael Peterson. A motion was made to approve, and submit the 2016 Audit of District Financials.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously
**Minnesota Association of Soil and Water Conservation District (MASWCD) 2017 Annual Convention**

Adam King, District Manager, presented information on the 2017 MASWCD Annual Convention. Jessica Bakken, District Technician, Bill Thompson, District 1 Supervisor, the Pyfferœns, the 2017 Conservationists of the Year, and King expressed interest in attending. A motion was made to approve Bakken, Thompson, the Pyfferœns and King to attend the 2017 Annual Convention, and pay for registration and expenses.

Motion: David Livingston  
Seconded: Bill Thompson  
The motion carried unanimously

**2018 National Association of Conservation Districts (NACD) Dues**

Adam King, District Manager, presented the NACD Dues invoice, the annual report and National Convention information. King informed the supervisors that Dodge SWCD paid $250.00 for NACD Dues in 2017. A motion was made to approve $250.00 for 2018 NACD Dues.

Motion: Bill Thompson  
Seconded: Glenn Hahn  
The motion carried unanimously

**National Association of Conservation Districts (NACD) Survey**

Adam King, District Manager, presented the NACD survey. The supervisors will complete the survey and return it to King to compile a consensus, and submit the survey.

**New Drill Purchase**

Adam King, District Manager, presented information on new no-till drills. Blaine Delzer, District Technician, went to Minneapolis with Mower SWCD staff to research new no-till drills. The staff recommendation is to purchase the Truax On-The-Go (OTG) Drill, as it is the most versatile, but slightly more expensive. If Dodge SWCD purchases drills with Mower SWCD, Truax will provide a discount. The supervisors came to a consensus that staff should pursue purchasing the Truax OTG drill for next year.

**District Cost-Share Contract 2017-06 (Stroebel) Encumbrance**

Adam King, District Manager, informed the supervisors that Don Stroebel is requesting Cost-Share for a grassed waterway. This project was initially funded through District Cost-Share Contract 2017-01, but it has now expired. The total cost of the project is $9,100.00, and is requesting to encumber 65% of the cost of the practice, not to exceed $5,915.00. Currently there is $11,059.88 remaining to encumber, and if approved, $5,144.88 will be remaining to encumber. A motion was made to approve District Cost-Share Contract 2017-06 for a grassed waterway for Don Stroebel and to encumber 65% of the cost of the practice, not to exceed $5,915.00.

Motion: Glenn Hahn  
Seconded: David Livingston  
The motion carried unanimously

**Critical Source Area (CSA) Cost-Share Contract FY16CSA-01 (215 Garden St. LLC.) Encumbrance**

Adam King, District Manager, informed the supervisors that 215 Garden St. LLC. of St. Charles, MN is requesting cost-share for a water and sediment control basin (WASCB) from the FY16 CSA grant Cost-Share Program on their property in Ellington Township. The total estimated cost of the WASCOB is $4,428.00, and is requesting to encumber 75% of the cost of the practice,
not to exceed $3,312.00. Currently, $307,500.00 is remaining to encumber, and if approved, $304,179.00 will remain. A motion was made to approve the encumbrance of CSA Cost-Share Contract FY16CSA-01 for a WASCB for 215 Garden St. LLC at 75% of the cost of the practice, not to exceed $3,312.00.
  Motion: David Livingston
  Seconded: Bill Thompson
  The motion carried unanimously

District Cost-Share Contract 2017-07 (Finstuen) Encumbrance
  Adam King, District Manager, informed the supervisors that Mark Finstuen of Milton Township is requesting cost-share for the installation of 50 acres of cover crops from the District Cost-Share Program. Cover crop cost-share rates are calculated using a flat-rate payment of $41.56/acre/year, and the practice must be installed for a minimum of 3 years. At $41.56/acre for 50 acres, would be $2,078.00, and over the 3-year minimum would total $6,234.00. Currently there is $5,144.88 of FY17 District Cost-Share funds remaining to encumber, and if approved, -$1,089.12 will remain. Staff is estimating that other cost-share projects will come in under budget, leaving enough in the fund to cover the gap. A motion was made to approve the encumbrance of District Cost-Share Contract 2017-07 for the installation of 50 acres of cover crops for Mark Finstuen at $41.56/acre/year totaling $6,234.00.
  Motion: Bill Thompson
  Seconded: David Livingston
  The motion carried unanimously

District Cost-Share Contract 2018-01 (Finstuen) Encumbrance
  Adam King, District Manager, informed the supervisors that Lisa Finstuen of Milton Township is requesting cost-share for the installation of 50 acres of cover crops from the District Cost-Share Program. Cover crop cost-share rates are calculated using a flat-rate of $41.56/acre/year, and must be installed for a minimum of 3 years. At $41.56/acre for 50 acres, totals $2,078.00, and over the 3-year minimum would total $6,234.00. Currently there is $30,000.00 of FY18 District Cost-Share funds remaining to encumber, and if approved, $23,766.00 will remain. A motion was made to approve the encumbrance of District Cost-Share Contract 2018-01 for the installation of 50 acres of cover crops for Lisa Finstuen at $41.56/acre/year totaling $6,234.00.
  Motion: Bill Thompson
  Seconded: David Livingston
  The motion carried unanimously

District Cost-Share Contract 2018-02 (Finstuen) Encumbrance
  Adam King, District Manager, informed the supervisors that Derek Finstuen of Milton Township is requesting cost-share for the installation of 50 acres of cover crops from the District Cost-Share Program. Cover crop cost-share rates are calculated using a flat-rate of $41.56/acre/year, and must be installed for a minimum of 3 years. At $41.56/acre for 50 acres, totals $2,078.00, and over the 3-year minimum would total $6,234.00. Currently there is $23,766.00 of FY18 District Cost-Share funds remaining to encumber, and if approved, $17,532.00 will remain. A motion was made to approve the encumbrance of District Cost-Share Contract 2018-02 for the installation of 50 acres of cover crops for Derek Finstuen at $41.56/acre/year totaling $6,234.00.
  Motion: Bill Thompson
  Seconded: David Livingston
  The motion carried unanimously
TSA Cover Crop Cost-Share Contract D-LCCMR16-01 (Pyfferoen) Extension
Adam King, District Manager, informed the supervisors that Tom Pyfferoen of Milton Township is requesting an extension on TSA cost-share contract D-LCCMR16-01 (Pyfferoen) for the installation of 47.64 acres of cover crops from the JPB Cover Crop Cost-Share Program. The original expiration date is November 01, 2017, and the contract would be extended until November 15, 2017. Staff is also requesting authorization to sign and approve payment once the practice is installed. A motion was made to approve the extension of TSA Cost-Share Contract D-LCCMR16-01 for the installation of cover crops on 47.64 acres from November 01, 2017 to November 15, 2017, and authorize Adam King, District Manager, to sign, and approve payment once the practice is installed.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously

TSA Cover Crop Cost-Share Contract D-LCCMR16-02 (Pyfferoen) Extension
Adam King, District Manager, informed the supervisors that Tom Pyfferoen of Milton Township is requesting an extension on TSA cost-share contract D-LCCMR16-02 (Pyfferoen) for the installation of 53.89 acres of cover crops from the JPB Cover Crop Cost-Share Program. The original expiration date is November 01, 2017, and the contract would be extended until November 15, 2017. Staff is also requesting authorization to sign and approve payment once the practice is installed. A motion was made to approve the extension of TSA Cost-Share Contract D-LCCMR16-02 for the installation of cover crops on 53.89 acres from November 01, 2017 to November 15, 2017, and authorize Adam King, District Manager, to sign, and approve payment once the practice is installed.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously

TSA Cover Crop Cost-Share Contract D-LCCMR16-03 (Pyfferoen) Extension
Adam King, District Manager, informed the supervisors that Tom Pyfferoen of Milton Township is requesting an extension on TSA cost-share contract D-LCCMR16-03 (Pyfferoen) for the installation of 49.26 acres of cover crops from the JPB Cover Crop Cost-Share Program. The original expiration date is November 01, 2017, and the contract would be extended until November 15, 2017. Staff is also requesting authorization to sign and approve payment once the practice is installed. A motion was made to approve the extension of TSA Cost-Share Contract D-LCCMR16-03 for the installation of cover crops on 49.26 acres from November 01, 2017 to November 15, 2017, and authorize Adam King, District Manager, to sign, and approve payment once the practice is installed.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously

FY 2014 Board of Water and Soil Resources (BWSR) Feedlot Cost-Share Grant Extension
Adam King, District Manager, informed the supervisors that the FY2014 BWSR Feedlot Cost-Share Grant expires on December 31, 2017. The funds from this grant have been encumbered for the Warren Nolt feedlot project, but the project will not be installed before December 31, 2017. Dodge Soil and Water Conservation District staff have requested an Grant Agreement Amendment to extend the grant until July 31, 2018. The BWSR has provided the Grant Agreement Amendment
to extend the grant. A motion was made to sign and submit the FY2014 BWSR Feedlot Cost-Share Grant Agreement Amendment to extend the grant from December 31, 2017, until July 31, 2018.

   Motion: Glenn Hahn
   Seconded: David Livingston
   The motion carried unanimously

### Feedlot Cost-Share Contract 2014-02 (Nolt) Amendment

Adam King, District Manager, informed the supervisors that Warren Nolt is requesting an amendment to Feedlot Cost-Share Contract 2014-02. The contract contained a typo, expiring on December 31, 2032, and is requesting to match the expiration date of the FY14 BWSR Feedlot Cost-Share Grant of July 31, 2018. A motion was made to approve the contract amendment for Feedlot Cost-Share Contract 2014-02 (Nolt) to amend the expiration date from December 31, 2032 to July 31, 2017.

   Motion: David Livingston
   Seconded: Bill Thompson
   The motion carried unanimously

### Professional and Technical Services Work Order Contract with the Minnesota Board of Water and Soil Resources

Adam King, District Manager, presented the supervisors with a Professional and Technical Services Work Order Contract with the Minnesota Board of Water and Soil Resources (BWSR). King explained that this is needed for payment from the BWSR for work on the Conservation Reserve Enhancement Program (CREP). A motion was made to authorize Adam King, District Manager to sign, and submit the Professional and Technical Services Work Order Contract with the Minnesota Board of Water and Soil Resources.

   Motion: David Livingston
   Seconded: Glenn Hahn
   The motion carried unanimously

### Other New Business

There was no other new business.

### Correspondence & Staff Report

Adam King, District Manager, presented the thank you letter to Ed McNamara for his help on the Plowville event. King also presented a Medicare Part D notification from Blue Cross Blue Shield, a letter from the NACD to USDA Secretary Perdue on the USDA reorganization, a letter from the USDA/MASWCD/BWSR on Economic Impacts of Minnesota Conservation Partners in 2016, a memorandum from the BWSR on the FY’18 Local Capacity Matching Grants, information on the MCIT Annual Meeting, the MCIT Annual Report, and the MASWCD Annual Business Meeting Packet. David Livingston, District IV Supervisor, presented an announcement for listening sessions on mowing and haying road ditches. The supervisors instructed King to draft a letter to the Minnesota Department of Natural Resources to stay out of ditch mowing and haying rules.

### Supervisor Reports

Cedar River Watershed District (CRWD) – David Livingston, District IV Supervisor, reported that the October meeting of the Cedar River Watershed District was cancelled.
One Watershed One Plan – Cedar River Watershed – Glenn Hahn, District V Supervisor, reported attending the Policy Committee meeting on September 25, 2017 that Steve Woods and the Freshwater Society facilitated. Hahn expressed that it was a good meeting with many issues being discussed, but some of the Policy Committee members did not attend.

Drainage Meeting – Bill Thompson, District I Supervisor, reported attending a drainage meeting that covered a report to the Minnesota Legislature on buffer strips along 103E ditches, and looking at runoff volume and sediment delivery to the ditch system for redetermination of benefit surveys.

Zumbro Watershed Partnership – Larry Scherger, District III Supervisor, reported attending the Zumbro Watershed Partnership (ZWP) board meeting on October 12, 2017, where new funding from the Rochester Area Foundation was discussed. With this new funding, the ZWP should be able to continue to work into 2018. The ZWP has moved offices to the Rochester Area Foundation building in Rochester.

Next Meeting
The next meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be Thursday, November 16, 2017 at 7:15 p.m. in the conference room of the USDA Service Center building, 916 2nd St. SE, Dodge Center, Minnesota.

Adjournment
Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 11:22 P.M.

Motion: Bill Thompson
Seconded: David Livingston
The motion carried unanimously.

Approved: 
Date: 11-16-17 Recorder: Adam King

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Supervisors: Bill Thompson – Bruce Freerksen – Larry Scherger – David Livingston – Glenn Hahn