Minutes of the September 21, 2017 Regular Board Meeting

Minutes of the September 21, 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 7:20 PM.

**Members Present:**
- Larry Scherger, Chair
- Bill Thompson, Vice-Chair
- David Livingston, Secretary
- Glenn Hahn, Treasurer
- Bruce Freerksen, PR&I

**Members Absent:**
- None

**Others Present:**
- Adam King, District Manager, Dodge SWCD
- Sarah Middleton, Executive Director, Zumbro Watershed Partnership
- Ed McNamara, Goodhue SWCD District IV Supervisor
- Rhonda Toquam, Dodge County District IV Commissioner

**Approval of Meeting Agenda** — Additions to the agenda include the Zumbro Watershed Partnership under Partner Agency Reports, and removing the Natural Resources Conservation Service from Partner Agency Reports. A motion was made to approve the September 21, 2017 meeting agenda as amended.

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

**Approval of the August 17, 2017 Board Meeting Minutes** — There were no corrections to the minutes of the August 17, 2017 board meeting. A motion was made to approve the August 17, 2017 Dodge Soil and Water Conservation District’s regular Board of Supervisors meeting minutes as presented.

  - Motion: David Livingston
  - Seconded: Bruce Freerksen
  - The motion carried unanimously.

**Partner Agency Reports**

**Dodge County Commissioner’s Report**

  Rhonda Toquam, Dodge County District IV Commissioner, reported that the Dodge County Commissioners are drafting their 2018 budget, and determining the 2018 tax levy. Meetings were held, and are continuing, on the Dodge County Comprehensive Plan.
Zumbro Watershed Partnership Report

Sarah Middleton, Executive Director, Zumbro Watershed Partnership (ZWP), reported that the Zumbro River Watershed Restoration and Protection Strategies (WRAPS) public comment period has closed. Most feedback on the WRAPS has been positive so far. Kevin Straus has resigned and taken a position with the Cannon River Watershed Partnership, leaving only Middleton on staff. With new funding coming in, the ZWP will be able to retain staff into 2018. The educational signs grant is moving forward, and nearing completion. Middleton will be updating the ZWP website, and Facebook page with additional content. The Waterways Speaker Series will continue, and still needs to book a speaker for December.

Plowville Field Day Report

Ed McNamara, Goodhue SWCD District IV Supervisor, expressed that he hoped the Dodge SWCD Supervisors felt that the Plowville Field Day was a success, and to watch for it in the media. The Supervisors stated that they felt that it was a success, that they learned a lot, and heard that it was “the best laid out field day” from many attendees. The Supervisors thanked McNamara for all his work on the Plowville Field Day.

There were no other partner agency reports.

Treasurer’s Report

Approval of the Treasurer’s Financial Statements and Payment of New Bills – Glenn Hahn, Treasurer, reported and presented the August 2017 Revenues, Expenditures, Balance Sheet, and Aging Summary. The Supervisors questioned if the Robert Eustice payment should be in the Tree Sale Expenses, and asked King to work with Accounting Plus to change it to Vehicle and No-Till Drill – Maintenance and Fuel. Wells Fargo Visa for $75.46, Innovative Office Solutions for $67.03, TechRight Services Inc., for $44.00, Ecosystem Services Exchange for $4,353.55, Dodge County Highway Department for $310.23, Metro Sales Inc. for $92.00, and the Metro Sales Inc. for $4,470.00 were added to the Aging Summary, for a total of $9,814.63. A motion was made to approve the August 2017 Treasurer’s Report, and to approve payment of the bills on the Aging Summary, for a payables total of $9,814.63.

  Motion: David Livingston
  Seconded: Bruce Freerksen
  The motion carried unanimously.

Unfinished Business

Additional Financial Institution Designation

Adam King, District Manager, provided information on three banks in Dodge County: Equity Bank in Claremont, Farmers Bank in West Concord, and Home Federal Bank in Kasson. A motion was made to designate Farmers Bank in West Concord as a second financial institution for the Dodge Soil and Water Conservation District.

  Motion: Glenn Hahn
  Seconded: Bruce Freerksen
  The motion carried unanimously
New Business

2016 Audit Letter to Michael Peterson
Adams King, District Manager, presented a letter from Michael Peterson requiring approval of the Supervisors. A motion was made to approve, sign, and submit the letter to Michael Peterson for the 2016 Audit of District Financials.
Motion: Glenn Hahn
Seconded: David Livingston
The motion carried unanimously

Minnesota Association of Soil and Water Conservation District (MASWCD) 2017 Resolutions
The Dodge Soil and Water Conservation District Board of Supervisors discussed and voted individually on each of the 20 MASWCD 2017 Resolutions.

FY2016 Board of Water and Soil Resources Local Capacity Services Grant Reconciliation
Adams King, District Manager, informed the supervisors that the Minnesota Board of Water and Soil Resources has conducted a reconciliation on the FY16 Local Capacity Services Grant. Two hours charged to the grant were found to be out of compliance and cannot be counted towards the grant. King has corrected the hours. A signed Financial Report is required to complete the reconciliation. A motion was made to authorize Adams King, District Manager, to approve and sign the Financial Report for the FY16 Local Capacity Services Grant, and submit the report to the Board of Water and Soil Resources.
Motion: Glenn Hahn
Seconded: David Livingston
The motion carried unanimously

FY17 Conservation Cost-Share Grant Close-Out
Adams King, District Manager informed the supervisors that the funds for the FY17 Conservation Cost-Share Grant have been exhausted, and the grant should be closed out. A motion was made to authorize Adams King, District Manager, to sign, and submit the Final Financial Report for the FY17 Conservation Cost-Share Grant, and close-out the grant.
Motion: David Livingston
Seconded: Bruce Freerksen
The motion carried unanimously

Professional and Technical Services Work Order Contract with the Minnesota Board of Water and Soil Resources
Adams 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 Reinvest In Minnesota or Conservation Reserve Enhancement Program. A motion was made to authorize Adams 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: Bruce Freerksen
Seconded: Glenn Hahn
The motion carried unanimously
FY18 and FY19 Board of Water and Soil Resources Soil and Water Conservation District Programs and Operations Grant Agreement

Adam King, District Manager, informed the supervisors that the Minnesota Board of Water and Soil Resources has released the FY18 and FY19 Programs and Operations Grant Agreement. Included in the grant agreement is the FY18 Local Capacity Services Grant for $100,000.00, FY18 Conservation Delivery Grant for $19,343.00, FY18 Conservation Cost-Share Grant for $9,908.00, FY18 Buffer Law Grant for $25,000.00, FY19 Conservation Delivery Grant for $19,343.00, and the FY19 Conservation Cost-Share Grant for $9,908.00, for a grant agreement total of $183,502.00. The FY19 Conservation Cost-Share Grant and FY19 Conservation Delivery Grant will be paid in August 2018. A motion was made to approve, sign, and submit the FY18 and FY19 Board of Water and Soil Resources Soil and Water Conservation District Programs and Operations Grant Agreement for a total of $183,502.00.

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

District Cost-Share Contract 2016-12 (Blazek) Payment

Adam King, District Manager, informed the supervisors that Jeri Blazek is requesting reimbursement of $500.00 for District Cost-Share Contract 2016-12 for a well decommissioning. A motion was made to approve the payment of $500.00 to Jeri Blazek for District Cost-Share Contract 2016-12 for a well decommissioning.

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

District Cost-Share Contract 2017-04 (Tucker) Encumbrance

Adam King, District Manager, informed the supervisors that Trey Tucker of Hayfield is requesting cost-share for a raingarden from the District Cost-Share Program. The total estimated cost of the raingarden is $323.26, and requesting to encumber 65% of the cost of the practice not to exceed $210.12. A motion was made to approve the encumbrance of District Cost-Share Contract 2017-04 for a raingarden for Trey Tucker at 65% of the cost of the practice not to exceed $210.12.

Motion: Glenn Hahn  
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. King also informed the board that Wolf has not yet signed the Cost-Share Contract, and should have it next month. A motion was made to table the encumbrance of District Cost-Share Contract 2017-05 for Bruce Wolf.

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

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

Adam King, District Manager, informed the supervisors that the Minnesota Board of Water and Soil Resources (BWSR) has made an accounting oversight. The approved grant included $100,000.00 for a base, and match of $28,000.00 based on the amount of additional appropriation.

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from Dodge County, for a total of $128,000.00. The match amount was supposed to be capped at $22,750.00. The BWSR is looking to rectify the mistake though a grant amendment requiring the Dodge Soil and Water Conservation District to pay back $5,250.00. The supervisors discussed the situation, and requested King to seek and provide additional information before a decision is made.

**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. BWSR Erosion Control and Water Management Program Policy for FY16 Clean Water Funds states that any non-structural practices receiving cost-share must have a three-year contract. District Cost-Share Contract 2016-04 (Peterson) was for the establishment of cover crops, and was only a one-year contract. The correction plan includes informing the supervisors of the program policy, and correcting and amending any additional contracts for non-structural practices.

**Other New Business**

There was no other new business.

**Correspondence & Staff Report**

Adam King, District Manager, informed the supervisors that Blaine Delzer, District Technician, is working with other area districts and the Land Stewardship Project on a soil health event. The event would bring Ray Archuleta to Southeast Minnesota to speak. It is estimated that the districts and the Land Stewardship Project would put $200.00 towards the event. The supervisors expressed concerns over the event not being regional enough, and requested additional information on Archuleta. King also presented the 2018 PERA Rate Increase Notice, the City of Mantorville Wellhead Protection Plan, and the Pheasants Forever / Quail Forever Seed Program.

**Supervisor Reports**

*Resource Conservation and Development (RC&D)* – Bruce Freerksen, District II Supervisor, reported that the next RC&D meeting is on September 25, 2017.

*Cedar River Watershed District (CRWD)* – David Livingston, District IV Supervisor, reported attending the CRWD meeting on Wednesday, September 20, 2017 where he provided a Plowville Soil Health Field Day Review, and the Steel/Dodge joint public ditch was discussed. A water monitoring presentation was given, as well as an update on outreach events including the Mower County Fair, a new watercraft access, work with legislators and an upcoming fall field day to be held on October 31, 2017. Mower SWCD has received funding for a three-year soil health study.

*One Watershed One Plan – Cedar River Watershed* – David Livingston, District IV Supervisor, reported that Steve Woods and the Freshwater Society will be facilitating the Policy Committee meeting on September 25, 2017.

*Dodge County Feedlot Committee* – Glenn Hahn, District V Supervisor, reported that there was no Dodge County Feedlot Committee.

*One Watershed One Plan – Root River Watershed* – Glenn Hahn, District V Supervisor, reported attending the Policy Committee Meeting on August 28, 2017, where staff presented the implementation plan, and are awaiting state funding to proceed with that plan.

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Supervisors: Bill Thompson – Bruce Freerksen – Larry Scherger – David Livingston – Glenn Hahn
Minnesota Association of Soil and Water Conservation Districts (MASWCD) – Bill Thompson, District I Supervisor, reported attending the SE Area VII MASWCD meeting on September 20, 2017, where the relationship between the USDA NRCS and SWCDs was discussed. Thompson also reported attending the MASWCD Directors Meeting on September 19, 2017 where Tom Gile, BWSR, gave a presentation on the new Buffer Tool. Winona SWCD is celebrating its 80th anniversary, and Doug Thomas, BWSR, presented on a new agreement between BWSR and the USDA NRCS to provide staff to SWCDs to work on NRCS programs. Currently the USDA NRCS is allowed to use 20% of their funding for staff, and the remaining 80% on programs. The new administration is working to bring together aspects of the USDA NRCS, the Farm Service Agency, and Resource Development.

Next Meeting
The next meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be Thursday, October 19, 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 10:59 P.M.

Motion: Bruce Freerksen
Seconded: Bill Thompson
The motion carried unanimously.