

**Minutes of the January 16, 2020 Dodge Soil and Water Conservation District's  
Regular Board of Supervisor's Meeting**

Dodge Center USDA Service Center Conference Room  
Dodge Center, Minnesota

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

**Members Present:** Larry Scherger, Chair  
Bill Thompson, Vice-Chair  
Glenn Hahn, Treasurer  
David Livingston, Secretary (in at 7:33 P.M.)  
Bruce Freerksen, PR&I

**Members Absent:** none

**Others Present:** Adam King, District Manager, Dodge Soil and Water Conservation District;  
Mike Muzzy, District Conservationist, United States Department of Agriculture Natural Resources  
Conservation Service; Nancy Peterson, Dodge County Resident

**Approval of Meeting Agenda** – Additions to the agenda include Clean Water Fund Cost-Share Contract FY16CSA-04, District Cost-Share Contract 2020-01 (Olive) Encumbrance, District Cost-Share Contract 2020-02 (Olive) Encumbrance, District Cost-Share Contract 2020-04 (Paulson) Encumbrance, District Cost-Share Contract 2020-05 (Paulson) Encumbrance, and the Cedar River Watershed District Board Manager Appointment Recommendation. A motion was made to approve the January 16, 2020 meeting agenda as revised.

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

**Approval of the December 19, 2019 Board Meeting Minutes** – Corrections to the December 19, 2019 board meeting minutes include changing the word “though” to “through” under the Natural Resource Conservation Service Report on page 2. A motion was made to approve the December 19, 2019 Dodge Soil and Water Conservation District's Regular Board of Supervisors Meeting Minutes as revised.

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

David Livingston entered at 7:33 P.M.

## **Public Comment**

Nancy Peterson, Wasioja Township, Dodge County Resident, informed the supervisors that the proposed Triton School District levy passed, and she will be working on her doctorate project: BENCH<sup>3</sup>, along with the Zumbro Education District. Peterson currently has a lawsuit from of a faulty furnace, and is working with the Dodge County Independent, putting articles in the paper. Peterson provided an update on the United Way, Dodge County Family Services, and the Salvation Army Red Kettle Campaign that brought in \$21,000,000 in 2019. Peterson attended a political session at the Minnesota Legislature and discussed the two laws that she feels needs to be changed: the FEMA 100-year flood zone, and fee generated cases that prevent low income people from bringing court cases forward. Peterson announced that Dodge County has voted to accept immigrants and refugees.

## **Partner Agency Reports**

### **Dodge County Commissioner's Report**

Rhonda Toquam, Dodge County District IV Commissioner, was unable to attend the meeting.

### **Natural Resource Conservation Service Report**

Michael Muzzy, District Conservationist, Natural Resource Conservation Service (NRCS), presented a written report. Muzzy is working on the Environmental Quality Incentives Program (EQIP) sign-up and getting payments made for the Conservation Stewardship Program (CSP). The General Conservation Reserve Program (CRP) sign-up runs through February 28, 2020, but Dodge County is not in a priority area. Muzzy attended a Conservation Desktop training. Tom Steger, District Conservationist, Goodhue County, retired as of January 3, 2020 and Luck Breitenbach, Soil Conservationist, Baldwin, WI, will be the acting District Conservationist as of January 19, 2020. Muzzy announced that he will be now be the tribal liaison for the Prairie Island Indian Community.

## **Treasurer's Report**

**Approval of the Treasurer's Financial Statements and Payment of New Bills** – Glenn Hahn, Treasurer, presented the December 2019 Balance Sheet, General Ledger, Revenues of \$36,817.02, noting the accounts receivable, Expenditures of \$17,803.60, and the Aging Summary with a payables total of \$11,454.36. The supervisors discussed the Treasurer's Report. A motion was made to approve the December 2019 Treasurer's Report, approve payment of the bills on the Aging Summary, for a payables total of \$11,454.36, and approve payment of the 2<sup>nd</sup> half 2019 Supervisors Vouchers.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

## **Unfinished Business**

There was no Unfinished Business

## **New Business**

### **Election of 2020 Officers**

Current officers for the Dodge Soil and Water Conservation District Board of Supervisors include Chair: Larry Scherger; Vice-Chair: Bill Thompson; Treasurer: Glenn Hahn; Secretary: David Livingston; and Public Relations: Bruce Freerksen. A motion was made to cast a unanimous ballot for the 2020 Officers as Chair: Larry Scherger; Vice-Chair: Bill Thompson; Treasurer: Glenn Hahn; Secretary: David Livingston; and Public Relations: Bruce Freerksen.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **Set 2020 Regular Board Meeting Dates, Times and Locations**

A motion was made to have the Dodge Soil and Water Conservation District Regular Board of Supervisor meetings held on the third Thursday of the month at 7:15 P.M. at the United States Department of Agriculture Service Center at 916 2<sup>nd</sup> St. S.E. Dodge Center, Minnesota 55927.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

### **Designate Financial Institutions for 2020**

A motion was made to designate Citizens State Bank of Hayfield, and Heritage Bank as the financial institutions of the Dodge Soil and Water Conservation District for 2020.

Motion: Glenn Hahn

Seconded: Bruce Freerksen

The motion carried unanimously.

### **2020 Supervisor Committee Assignments**

The supervisors discussed committee assignments. It was noted that there is no alternate for the Southeast SWCD Technical Support Joint Powers Board, and Supervisor Thompson expressed interest as the alternate. A motion was made to assign Supervisors to the following committees:

Personnel Committee: Larry Scherger; David Livingston

Finance Committee: Glenn Hahn; Bruce Freerksen

Dodge County Feedlot Advisory Committee: Glenn Hahn

Dodge County Technical Water Plan Committee: Bruce Freerksen

One Watershed One Plan – Cedar River Watershed: David Livingston (Glenn Hahn Alt.)

One Watershed One Plan – Root River Watershed: Glenn Hahn (David Livingston Alt.)

One Watershed One Plan – Zumbro River Watershed: Larry Scherger (Bruce Freerksen Alt.)

Cedar River Watershed District: David Livingston (Glenn Hahn Alt.)

Southeast SWCD Technical Support Joint Powers Board: Larry Scherger (Bill Thompson Alt.)

Hiawatha Valley Resource Conservation and Development (RC&D): Bruce Freerksen

Minnesota Association of Soil and Water Conservation Districts: Bill Thompson

SE Minnesota Association of Soil and Water Conservation District (Area VII): Bill Thompson.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

### **Set Supervisor Per Diem and Mileage Rates for 2020**

2019 Supervisor Per Diem rates were set at \$75, and mileage rates were set at the 2019 IRS rate of \$0.58/mile. The IRS Mileage Rate for 2020 is \$0.575. A motion was made to set Supervisors Per Diem rates at \$75, and set the mileage rate at the 2020 IRS rate of \$0.575/mile.

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

Motion: Glenn Hahn  
Seconded: Bruce Freerksen  
The motion carried unanimously.

**Consent to 2020 Monthly Invoices**

Regular monthly invoices for 2020 include \$1,531.57/month to Blue Cross Blue Shield of Minnesota for health insurance, \$292.41/month to US Able Life for life and short-term disability insurance, \$99.99/month to KM Telecom for internet, \$35.01/month to Verizon Wireless for 3G on survey equipment, and \$22.00/month to Techright Services, Inc for antivirus and server monitoring. A motion was made to approve the payment of \$1,531.57/month to Blue Cross Blue Shield of Minnesota, \$292.41/month to US Able Life, \$99.99/month to KM Telecom, \$35.01/month to Verizon Wireless, and \$22.00/month to Techright Services, Inc.

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

**Personnel Committee Recommendations**

Adam King, District Manager, informed the supervisors that he conducted employee evaluations, and presented the Personnel Committee Recommendations of a step increase for Adam King, District Manager, from step 3 to step 2; a step increase for Jessica Bakken, District Technician, from step 6 to step 5, and for Blaine Delzer, District Technician, to remain at step 2. A motion was made to approve the Personnel Committee Recommendations of step increases for Adam King, and Jessica Bakken, and remaining at step 2 for Blaine Delzer.

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

**Resolution 01-2020 to Adopt the Cedar – Wapsipinicon Comprehensive Watershed Management Plan**

Adam King, District Manager, informed the supervisors that the Minnesota Board of Water and Soil Resources has approved the Cedar – Wapsipinicon Comprehensive Watershed Management Plan, also known as the One Watershed One Plan – Cedar, and has been adopted by the Policy Committee. The plan is ready for the Dodge Soil and Water Conservation District to adopt. A motion was made to pass Resolution 01-2020 and adopt the Cedar – Wapsipinicon Comprehensive Watershed Management Plan.

Motion: David Livingston  
Seconded: Bill Thompson  
Approve: Scherger; Thompson; Livingston; Hahn; Freerksen  
Disapprove: none

**2020 Dodge County Expo**

The 2020 Dodge County Expo is being held on Saturday, March 21, 2020 at Triton High School, and a booth is \$75.00. A motion was made to approve \$75.00 for a booth at the 2020 Dodge County Expo.

Motion: Glenn Hahn  
Seconded: Bruce Freerksen  
The motion carried unanimously.

**District Cost-Share Contract 2017-02 (Nolt) Final Payment**

Adam King, District Manager, informed the supervisors that Warren Nolt of Dodge Center, MN is requesting final payment of District Cost-Share Contract 2017-02 for a manure storage system. Total eligible expenses came to \$5,637.68, and total financial assistance of 65% totals \$3,664.49. Payment will be made from the FY17 Local Capacity Services Grant. A motion was made to approve a final payment in the amount of \$3,664.49 for District Cost-Share Contract 2017-02 to Warren Nolt for the installation of a manure storage system.

Motion: Bruce Freerksen

Seconded: Glenn Hahn

The motion carried unanimously

**FY20 Conservation Cost-Share Technical Assistance Option**

Adam King, District Manager, informed the supervisors that the Minnesota Board of Water and Soil Resources allows eligible SWCDs to use all of their Conservation Cost-Share Funds for technical assistance. A motion was made to sign and submit the Technical Assistance Option form to the Minnesota Board of Water and Soil Resources for the FY20 Conservation Cost-Share Grant.

Motion: Glenn Hahn

Seconded: Bruce Freerksen

The motion carried unanimously.

**Other New Business**

**Clean Water Fund Cost-Share Contract FY16CSA-04 (Olive) Encumbrance**

Richard Olive of Mantorville, MN is requesting financial assistance for Clean Water Fund Cost-Share Contract FY16CSA-04 for a grassed waterway in Section 31 of Ellington Township. The total eligible cost of the grassed waterway is \$10,252.00, and Olive is requesting 75%, not to exceed \$7,689.00. A motion was made to approve the encumbrance of Clean Water Fund Middle Fork Zumbro River Critical Source Area Grant funds for Clean Water Fund Cost-Share Contract FY16CSA-04 in the amount of 75% of total eligible costs, not to exceed \$7,689.00 for a grassed waterway for Richard Olive.

Motion: Bruce Freerksen

Seconded: David Livingston

The motion carried unanimously.

**District Cost-Share Contract 2020-01 (Olive) Encumbrance**

Richard Olive of Mantorville, MN is requesting financial assistance for District Cost-Share Contract 2020-01 for a grassed waterway in Section 19 of Mantorville Township. The total eligible cost of the grassed waterway is \$15,075.50, and Olive is requesting 65%, not to exceed \$9,799.08. A motion was made to approve the encumbrance of District Cost-Share funds for District Cost-Share Contract 2020-01 in the amount of 65% of total eligible costs, not to exceed \$9,799.08 for a grassed waterway for Richard Olive.

Motion: Glenn Hahn

Seconded: Bill Thompson

The motion carried unanimously.

**District Cost-Share Contract 2020-02 (Olive) Encumbrance**

Richard Olive of Mantorville, MN is requesting financial assistance for District Cost-Share Contract 2020-02 for a grassed waterway in Section 19 of Mantorville Township. The total eligible cost of

the grassed waterway is \$8,134.50, and Olive is requesting 65%, not to exceed \$5,287.43. A motion was made to approve the encumbrance of District Cost-Share funds for District Cost-Share Contract 2020-02 in the amount of 65% of total eligible costs, not to exceed \$5,287.43 for a grassed waterway for Richard Olive.

Motion: Glenn Hahn

Seconded: Bruce Freerksen

The motion carried unanimously.

**District Cost-Share Contract 2020-04 (Paulson) Encumbrance**

Delmar Paulson of West Concord, MN is requesting financial assistance for District Cost-Share Contract 2020-04 for a grassed waterway in Section 16 of Concord Township. The total eligible cost of the grassed waterway is \$7,947.50, and Paulson is requesting 65%, not to exceed \$5,165.88. A motion was made to approve the encumbrance of District Cost-Share funds for District Cost-Share Contract 2020-04 in the amount of 65% of total eligible costs, not to exceed \$5,165.88 for a grassed waterway for Delmar Paulson.

Motion: Bruce Freerksen

Seconded: Glenn Hahn

The motion carried unanimously.

**District Cost-Share Contract 2020-05 (Paulson) Encumbrance**

Delmar Paulson of West Concord, MN is requesting financial assistance for District Cost-Share Contract 2020-05 for a grassed waterway in Section 16 of Concord Township. The total eligible cost of the grassed waterway is \$13,623.50, and Paulson is requesting 65%, not to exceed \$8,855.28. A motion was made to approve the encumbrance of District Cost-Share funds for District Cost-Share Contract 2020-05 in the amount of 65% of total eligible costs, not to exceed \$8,855.28 for a grassed waterway for Delmar Paulson.

Motion: Bruce Freerksen

Seconded: Bill Thompson

The motion carried unanimously.

**Cedar River Watershed District Board Manager Appointment**

David Livingston, District IV Supervisor, informed the Supervisors that Kevin Kiser's term ends this year, and that he would be interested in continuing to serve on the Cedar River Watershed District Board of Managers. Livingston added that Dodge County would need to appoint Kiser, but expressed that the Dodge Soil and Water Conservation District should make a recommendation to Dodge County. A motion was made to recommend that Dodge County appoint Kevin Kiser to the Cedar River Watershed District Board of Managers.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

**Correspondence & Staff Report**

Adam King, District Manager, presented the new audit requirements for Soil and Water Conservation Districts from the Minnesota Board of Water and Soil Resources and Office of the State Auditor requiring an audit every year, no matter the incomes/expenditures. With an audit required every year, the Minnesota Board of Water and Soil Resources will no longer require a year-end financial statement on March 15<sup>th</sup>. King also presented a flyer from the Minnesota

Agricultural Water Quality Certification Program (MAWQCP), and the Minnesota Association of Soil and Water Conservation Districts (MASWCD) 2019 accomplishments and year-end report.

## Supervisor Reports

Root River Comprehensive Watershed Management Plan – Glenn Hahn, District V Supervisor, reported attending the Policy Committee meeting on Thursday, January 09, 2020 where 2019 accomplishments were reviewed, and project updates were given. The FY18/19 Watershed Based Implementation Funding grant of \$815,301.00 was reviewed and \$236,999.82 has been spent. Hahn reported that many on the Policy Committee were upset with grant workplan changes, and the Joint Powers Agreement Bylaws were reviewed. The Crooked Creek project funds have been moved to the Regional Conservation Partnership Program (RCPP) and FY20/21 funds. The Policy Committee must approve the expenditures. The FY20/21 Watershed Based Implementation Funding Grant totals \$1,469,595.00 with the workplan including soil health and nutrient management activities, and the Crooked Creek project. The Policy Committee also reviewed the targeted areas. The next One Watershed One Plan – Root River meeting will be held on Monday, February 24, 2020.

Cedar – Wapsipinicon Comprehensive Watershed Management Plan – David Livingston, District IV Supervisor, reported attending the Policy Committee meeting on Wednesday, January 08, 2020 where the plan was adopted. The FY20/21 Watershed Based Implementation Funding totals \$593,987.00. The Bylaws and Memorandum of Agreement (MOA) were reviewed, and will need to be approved by all boards.

Cedar River Watershed District (CRWD) – David Livingston, District IV Supervisor, reported attending the January 15, 2020 board meeting where it was discussed that the City of Austin is upgrading its waste water treatment plan (WWTP), and has installed a temporary levy that was not certified and violated CRWD rules. There will need to be some signed agreements between the CRWD and the City of Austin. There is a Citizen Advisory Committee, and the CRWD would like someone from Dodge County on the committee. The Mower Soil and Water Conservation District and CRWD are planning a joint meeting.

Resource Conservation and Development (RC&D) – Bruce Freerksen, District II Supervisor, reported that the next RC&D meeting will be held on Monday, January 27, 2020.

Southeast Soil and Water Conservation District Technical Support Joint Powers Board – Bill Thompson, District I Supervisor, reported attending a session at the Minnesota Association of Soil and Water Conservation Districts Convention on the Technical Service Areas (TSA). Thompson learned that the Host Managers are overworked, and Thompson held a conference call with TSA leaders learning that 38 reports need to be submitted for grants before the end of January, and wanted to discuss future administration. The plan is to discuss future administration at the next board meeting and the next area managers meeting.

One Watershed One Plan – Greater Zumbro – Larry Scherger, District III Supervisor, reported that there was no meeting in January, and that the Planning Work Group is working on targeted areas, and measurable goals.

**Next Meeting**

The next meeting of the Dodge SWCD Board of Supervisors will be Thursday, February 20, 2020 at 7:15 p.m. in the conference room of the USDA Service Center building, 916 2<sup>nd</sup> St. SE, Dodge Center, Minnesota.

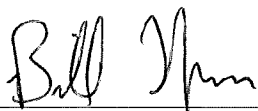
**Adjournment**

Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 10:43 P.M.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

Approved:  Date: 2.20.20 Recorder: Adam King  
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**Supervisors: Bill Thompson – Bruce Freerksen– Larry Scherger – David Livingston – Glenn Hahn**