

**Minutes of the January 17, 2019 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 7:27 P.M.

**Members Present:** Larry Scherger, Chair  
Bill Thompson, Vice-Chair  
David Livingston, Secretary (in at 8:20)  
Bruce Freerksen, PR&I

**Members Absent:** Glenn Hahn, Treasurer

**Others Present:** Adam King, District Manager, Dodge Soil and Water Conservation District;  
Rhonda Toquam, Dodge County District IV Commissioner; Michael Muzzy, District  
Conservationist, Natural Resources Conservation Service

**Oath of Office** – Newly elected Supervisors Bruce Freerksen, District II, and Larry Scherger,  
District III, took the Oath of Office given by Bill Thompson, Vice Chair.

**Approval of Meeting Agenda** – Additions to the agenda include District Cost-Share Contract  
2017-05 (Wolf) cancelation, District Cost-Share Contract 2018-04 cancelation, and District Cost-  
Share Contract 2018-09 (Holtan) amendment. A motion was made to approve the January 17, 2019  
meeting agenda as amended.

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

**Approval of the December 20, 2018 Board Meeting Minutes** –There were no corrections to the  
December 20, 2018 board meeting minutes. A motion was made to approve the December 20, 2018  
Dodge Soil and Water Conservation District's regular Board of Supervisors Meeting Minutes as  
presented.

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

**Partner Agency Reports**

**Dodge County Commissioner's Report**

Rhonda Toquam, Dodge County District IV Commissioner, reported that everything at Dodge  
County is running smoothly. John Allen, Dodge County District I Commissioner, is the new board  
chair, and has been appointed to the One Watershed One Plan – Zumbro Policy Committee. The  
Zumbro Watershed Partnership has sent out a letter announcing that the organization is dissolving,

and the Board of Water and Soil Resources has sent a letter in response to the announcement. The Dodge County Commissioners will be heading to the capitol February 13 and 14, 2019. The Highway 14 Partnership said the project is moving forward, but bonding is currently holding it up.

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

Michael Muzzy, District Conservationist, Natural Resource Conservation Service (NRCS), presented the Non-Discrimination Statement, the Mutual Agreement between the United States Department of Agriculture (USDA) and the Dodge Soil and Water Conservation District (SWCD), the Cooperative Working Agreement between the USDA and the Dodge SWCD, and reviewed information on the Freedom of Information Act (FOIA). The federal government is currently on a partial shutdown. The NRCS is operating on previously appropriated funds leftover from the previous fiscal year, and will remain open. Currently the NRCS is operating at about 57%, and will remain open for a few more months. The Farm Service Agency (FSA) Ag Credit will be opening for three days, unpaid, in select offices. The Environmental Quality Incentives Program (EQIP) has two ranking periods this year, with the first application deadline of tomorrow, Friday, January 18, 2019. Not many applications have been received. The second application deadline is April 19, 2019. Mark Pearson is now the Acting Area Engineer. The NRCS is looking for temporary workers to fill ACES positions. Muzzy presented the ranking sheet that will be used for the Local Work Group.

David Livingston in at 8:20 P.M.

**Oath of Office** – Newly elected Supervisor David Livingston, District IV, took the Oath of Office given by Bill Thompson, Vice Chair.

### **Treasurer's Report**

**Approval of the Treasurer's Financial Statements and Payment of New Bills** – Adam King, District Manager, presented the December 2018 Balance Sheet, Revenues of \$114,034.20, Expenditures of \$114,686.10, and the Aging Summary, with a payables total of \$13,370.94. A motion was made to approve the December 2018 Treasurer's Report, to approve payment of the bills on the Aging Summary, for a payables total of \$13,034.94, and to approve payment of the 2<sup>nd</sup> half 2018 Supervisors vouchers.

Motion: Dave Livingston

Seconded: Bruce Freerksen

The motion carried unanimously

### **Unfinished Business**

#### **District Cost-Share Contract 2018-09 (Holtan) Amendment**

Adam King, District Manager, informed the supervisors that Hollis Holtan is requesting an amendment of District Cost-Share Contract 2018-09. An additional \$273.62 is requested for the cost of installing additional tile for the water and sediment control basin. A motion was made to approve the amendment to District Cost-Share Contract 2018-09 to encumber an additional \$273.62 for a total encumbrance of \$5,750.52.

Motion: Bruce Freerksen

Seconded: Dave Livingston

The motion carried unanimously

### **District Cost-Share Contract 2018-07 (Holtan) Final Payment**

Adam King, District Manager, informed the supervisors that Hollis Holtan of Hayfield Township, MN is requesting final payment of District Cost-Share Contract 2018-07 for a water and sediment control basin. Total eligible expenses came to \$5,515.10, and total financial assistance of 65% totals \$3,584.82. Payment will be made from the FY17 Local Capacity Services Grant. A motion was made to approve a final payment in the amount of \$3,584.82 for District Cost-Share Contract 2018-07 to Hollis Holtan for the installation of a water and sediment control basin.

Motion: Bruce Freerkson  
Seconded: Bill Thompson  
The motion carried unanimously

### **District Cost-Share Contract 2018-08 (Holtan) Final Payment**

Adam King, District Manager, informed the supervisors that Hollis Holtan of Hayfield Township, MN is requesting final payment of District Cost-Share Contract 2018-08 for a water and sediment control basin. Total eligible expenses came to \$4,207.00, and total financial assistance of 65% totals \$2,734.55. Payment will be made from the FY17 Local Capacity Services Grant. A motion was made to approve a final payment in the amount of \$2,734.55 for District Cost-Share Contract 2018-08 to Hollis Holtan for the installation of a water and sediment control basin.

Motion: Bruce Freerkson  
Seconded: Bill Thompson  
The motion carried unanimously

### **District Cost-Share Contract 2018-09 (Holtan) Final Payment**

Adam King, District Manager, informed the supervisors that Hollis Holtan of Hayfield Township, MN is requesting final payment of District Cost-Share Contract 2018-09 for a water and sediment control basin. Total eligible expenses came to \$8,846.95, and total financial assistance of 65% totals \$5,476.90. Payment will be made from the FY17 Local Capacity Services Grant. A motion was made to approve a final payment in the amount of \$5,476.90 for District Cost-Share Contract 2018-09 to Hollis Holtan for the installation of a water and sediment control basin.

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

## **New Business**

### **Election of 2019 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 2019 Officers as Chair: Larry Scherger; Vice-Chair: Bill Thompson; Treasurer: Glenn Hahn; Secretary: David Livingston; and Public Relations: Bruce Freerksen.

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

**Set 2019 Regular Board Meeting Dates, Times and Locations**

A motion was made to keep the Dodge Soil and Water Conservation District Regular Board of Supervisor meetings 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: Bruce Freerksen  
Seconded: David Livingston  
The motion carried unanimously

**Designate Financial Institutions for 2019**

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 in 2019.

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

**2019 Supervisor Committee Assignments**

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

**Set Supervisor Per Diem and Mileage Rates for 2019**

2018 Supervisor Per Diem rates were set at \$70, and mileage rates were set at the 2018 IRS rate of \$0.545/mile. A motion was made to set Supervisors Per Diem rates at \$75, and set the mileage rate at the 2019 IRS rate of \$0.58/mile.

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

### **Consent to 2019 Monthly Invoices**

Monthly invoices for 2019 include \$2,051.81/month to Blue Cross Blue Shield of Minnesota for health insurance, \$172.93/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 our survey equipment, and \$22.00/month to Techright Services, Inc for antivirus and server monitoring. A motion was made to approve the payment of \$2,051.81/month to Blue Cross Blue Shield of Minnesota, \$172.93/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: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

### **Dodge County Water Plan Duties Contract**

The Dodge County Water Plan Duties Contract with the Dodge Soil and Water Conservation District is to be effective from January 22, 2019 through December 31, 2023, for a total of \$5,000/year, with the district being reimbursed quarterly at \$46.35/hour with a 3% increase yearly. A motion was made to approve the 2019-2023 Dodge County Water Plan Duties Contract.

Motion: Bruce Freerksen

Seconded: David Livingston

The motion carried unanimously.

### **Dodge County Expo**

The Dodge County Expo is being held on Saturday, March 30, 2019 at Triton High School, and a booth is \$75.00. A motion was made to approve \$75.00 for a booth at the Dodge County Expo.

Motion: David Livingston

Seconded: Bill Thompson

The motion carried unanimously.

### **FY14 State Cost-Share Feedlot Fund Grant Close Out**

Adam King, District Manager, informed the Supervisors that the all funds from the FY14 State Cost-Share Feedlot Fund Grant have been exhausted and the grant should be closed out. A motion was made to authorize Adam King to sign the final financial report for the FY14 State Cost-Share Feedlot Fund Grant and submit for close out.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

### **FY18 Conservation Cost-Share Grant Close Out**

Adam King, District Manager, informed the Supervisors that the all funds from the Conservation Cost-Share Grant have been exhausted and the grant should be closed out. A motion was made to authorize Adam King to sign the final financial report for the F18 Conservation Cost-Share Grant and submit for close out.

Motion: Bruce Freerksen

Seconded: Bill Thompson

The motion carried unanimously.

### **FY19 Conservation Delivery Grant Close Out**

Adam King, District Manager, informed the Supervisors that the all funds from the FY19 Conservation Delivery Grant have been exhausted and the grant should be closed out. A motion was

made to authorize Adam King to sign the final financial report for the FY19 Conservation Delivery Grant and submit for close out.

Motion: Bill Thompson

Seconded: Bruce Freerksen

The motion carried unanimously.

### **Letter to the Minnesota Board of Water and Soil Resources on the FY19 Clean Water Fund Projects and Practices Application**

Adam King, District Manager, presented a letter to the Minnesota Board of Water and Soil Resources (BWSR) addressing the Dodge Soil and Water Conservation District's application for FY19 Clean Water Funds Projects and Practices. The application was assessed as low and never scored or ranked against other applications. King explained that he asked BWSR staff as to why the application was ranked as low and no good reason was given. The letter requests that BWSR score and rank all clean water fund applications in the future. The supervisors discussed the letter and expressed they wanted the word score changed to assessed. A motion was made to sign and send the letter to the Minnesota Board of Water and Soil Resources as amended.

Motion: Bill Thompson

Seconded: Bruce Freerksen

The motion carried unanimously.

### **Training Request – Minnesota District Managers Meeting**

Adam King, District Manager, requested to attend the Minnesota District Managers Meeting February 26-27, 2019 at a cost of \$15.00 for registration and \$93.00 for lodging. A motion was made to authorize Adam King, District Manager, to attend the Minnesota District Managers Meeting at a cost of \$15 for registration and \$93.00 for lodging.

Motion: David Livingston

Seconded: Bill Thompson

The motion carried unanimously.

### **2019 Minnesota Association of Soil and Water Conservation Districts Day at the Capitol**

The 2019 Minnesota Association of Soil and Water Conservation Districts Day at the Capitol will be held on March 5-6, 2019. The cost is \$90.00 per person to attend. A motion was made pay for any staff and supervisors to attend the 2019 Minnesota Association of Soil and Water Conservation Districts Day at the Capitol.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

### **2019 Minnesota Association of Conservation District Employees Dues**

2019 dues for the Minnesota Association of Conservation District Employees are \$25.00 per employee. A motion was made to authorize payment of \$25.00 per employee, \$100.00 in total, for the Minnesota Association of Conservation District Employees 2019 dues.

Motion: David Livingston

Seconded: Bill Thompson

The motion carried unanimously.

### **Other New Business**

### **District Cost-Share Contract 2017-05 (Wolf) Cancellation**

Adam King, District Manager, informed the Supervisors that District Cost-Share Contract 2017-05 for a well decommissioning for Bruce Wolf has passed its expiration date and should be canceled. A motion was made to cancel District Cost-Share Contract 2017-05 (Wolf) for a well decommissioning.

Motion: Bill Thompson

Seconded: Bruce Freerksen

The motion carried unanimously.

### **District Cost-Share Contract 2018-04 (Petty) Cancellation**

Adam King, District Manager, informed the Supervisors that District Cost-Share Contract 2018-04 for a well decommissioning for Petty has passed its expiration date and should be canceled. A motion was made to cancel District Cost-Share Contract 2018-04 (Petty) for a well decommissioning.

Motion: Bruce Freerksen

Seconded: Bill Thompson

The motion carried unanimously.

### **Correspondence & Staff Report**

Adam King, District Manager, presented a letter from the Zumbro Watershed Partnership, and a response letter from the Minnesota Board of Water and Soil Resources (BWSR). The BWSR is also seeking interested supervisors to hold a new supervisors training in Southeast Minnesota.

### **Supervisor Reports**

Cedar River Watershed District (CRWD) – David Livingston, District IV Supervisor, reported attending the January 16, 2019 meeting where the Managers elected new officers. Mike Jones will remain on the Board of Managers, but has resigned as the City Administrator of Blooming Prairie. The CRWD has spent most of their fund balance, and needs bonding funds to pay for additional projects. The Managers are looking into changing financial institutions within the watershed that have higher interest rates, the Austin Daily Herold was the selected paper for posting notices, and the CRWD will be updating their website. The CRWD didn't receive a grant extension, and will have to give some funds back and re-apply for the grant again. Steve Lang from the City of Austin is partnering with the CRWD on a flood wall project with FEMA. February 20-22 is the Minnesota Association of Watershed Districts (MASD) day at the capitol, with Jim Gebhardt and Mike Jones attending. There was a public/private partnership watershed event on January 16, 2019. Dobbins Creek Watershed has been selected for a National Water Quality Initiative (NWQI) to help install cover crops in the watershed, and one capital improvement project is currently under construction.

Resource Conservation and Development (RC&D) – Bruce Freerksen, District II Supervisor, reported that the next meeting will be held on January 28, 2019.

Minnesota Association of Soil and Water Conservation Districts (MASWCD) – Bill Thompson, District I Supervisor, reported that the next meeting is coming up in March.

National Association of Conservation Districts (NACD) – Bill Thompson, District I Supervisor, reported that he plans on attending the NACD Annual Convention in San Antonio, TX in February.


**Next Meeting**

The next meeting of the Dodge SWCD Board of Supervisors will be Thursday, February 21, 2019 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 11:35 P.M.

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

Approved:  Date: 2-21-19 Recorder: Adam King  
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**Supervisors: Bill Thompson – Bruce Freerksen– Larry Scherger – David Livingston – Glenn Hahn**