Minutes of the January 18, 2018 Regular Board Meeting

Minutes of the January 18, 2018 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

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

**Others Present:** Adam King, District Manager, Dodge SWCD

**Approval of Meeting Agenda** – Additions to the January 18, 2018 agenda include 2016-13 (Reis) District Cost-Share Contract Cancellation, under Other New Business. A motion was made to approve the January 18, 2018 meeting agenda as revised.

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

**Approval of the December 21, 2017 Board Meeting Minutes** – Corrections to the December 21, 2017 board meeting minutes include adding “and Sen. Senjum” after “Rep. Drzakowski” under the Minnesota Department of Transportation (MnDOT) Mowing and Haying Meeting on page 5. A motion was made to approve the December 21, 2017 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.

**Partner Agency Reports**

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

**Natural Resource Conservation Service Report**  
Michael Muzzy, District Conservationist, Natural Resource Conservation Service (NRCS) was unable to attend.

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, presented the revised December 2017 Revenues of $46,453.36, commenting on the No-Till Drill income, and Ditch Inspection income, Expenditures of $26,278.51, Balance Sheet of negative 4,112.90 for 2017, the Aging Summary, Accounts Receivable, and Accounts Payable. DVS Renewal for $16.00, PERA for 10.00, MCIT (Policy Coverage) for $3,305.00, MCIT (Workman’s Compensation) for $3,485.00, MCIT (Workman’s Compensation Audit) for $415.00, Goodhue SWCD for $175.00, SE SWCD Technical Support Joint Powers Board for $1,000.00, Dodge County Highway Department for $224.64, TechRight Services Inc. for $22.00, TechRight Services Inc. for $22.00, Claremont Service Center for $53.35, Verizon Wireless for $35.01, and KMTelecom for $99.99, were added to the Aging Summary, for a total of $9,593.23. The 2016 audit, and fourth quarter 2017 grant program logs were reviewed. A motion was made to approve the December 2017 Treasurer’s Report, and to approve payment of the bills on the Aging Summary, for a payables total of $9,593.23.

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

Unfinished Business

New Truax No-Till Drill Purchase

Adam King, District Manager, presented the quote from Truax on the OTG 7516 and accessories for $38,052.00 including the discount for purchasing a drill with Mower SWCD. The supervisors discussed funding for the purchase of the new no-till drill. King stated that funding would come from the buffer law grants, and out of the district’s vehicle fund. The supervisors requested King to check on security and storage for the new no-till drill. A motion was made to purchase the Truax OTG 7516 for $38,052.00 contingent on the purchase of a Truax OTG 7516 by the Mower SWCD.

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

Sale of Old No-Till Drill

Adam King, District Manager, informed the supervisors that Toby Klassen of St. Charles, MN is interested in purchasing the Dodge SWCD’s Truax 815 Flex II No-Till Drill, for $3,500.00. Truax said they would accept a trade in for the Truax 815 Flex II No-Till Drill for $2,000.00. A motion was made to sell the Truax 812 Flex II No-Till Drill to Toby Klassen of St. Charles, MN for $3,500.00.

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

A motion was made to put $3,500.00 into the Dodge SWCD’s Vehicle Fund.

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

January 18, 2018 Dodge SWCD Board of Supervisors meeting minutes
New Business

**Dodge County Water Plan Duties Contract**
Adam King, District Manager, presented a revised Dodge County Water Plan Duties Contract. The supervisors discussed the revised contract. A motion was made to approve and sign the 2018 Dodge County Water Plan Duties Contract.
  Motion: Bill Thompson
  Seconded: David Livingston
  The motion carried unanimously.

**Election of 2018 Officers**
After discussion, a motion was made to cast a unanimous ballot to re-elect all officers. The nomination of officers for 2018 are as follows:
  Chair – Larry Scherger
  Vice-Chair – Bill Thompson
  Treasurer – Glenn Hahn
  Secretary – David Livingston
  Public Relations – Bruce Freerksen

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

**Set 2018 Regular Board Meeting Day and Times**
There was a motion to keep the regular Dodge Soil and Water Conservation District Board of Supervisors meeting dates on the third Thursday of the month at 7:15 P.M. at the USDA Service Center in Dodge Center, MN.
  Motion: Dave Livingston
  Seconded: Glenn Hahn
  The motion carried unanimously

**Designate Financial Institution for 2018**
The board discussed the current financial institutions, Citizens State Bank of Hayfield, MN, and Farmers State Bank of West Concord, MN. A motion was made to designate Citizens State Bank of Hayfield, MN, and Farmers State Bank of West Concord, MN as the financial institutions for 2018.
  Motion: Bill Thompson
  Seconded: David Livingston
  The motion carried unanimously.

**2018 Committee Assignments**
After discussion, a motion was made to appoint the supervisors to the committees for 2018 as follows:
  Personnel Committee – Larry Scherger, David Livingston
  Finance Committee – Glenn Hahn, Bruce Freerksen
  Dodge County Feedlot Advisory Board – Glenn Hahn
  Dodge County Water Plan Committee – Bruce Freerksen (Dave Livingston as alternate)
  One Watershed One Plan - Root River Watershed – Glenn Hahn (Dave Livingston as alternate)
One Watershed One Plan - Cedar River Watershed – Dave Livingston (Glenn Hahn as alternate)
Cedar River Watershed District – Dave Livingston (Glenn Hahn as alternate)
Zumbro Watershed Partnership – Larry Scherger (Bill Thompson as alternate)
Southeast Area VII Joint Powers Board – Larry Scherger (Bill Thompson as alternate)
Hiawatha Valley Resource Conservation and Development – Bruce Freerksen
SE Area VII MASWCD – Bill Thompson (Bruce Freerksen as alternate)

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

Set 2018 Supervisor Per Diem Rates
After discussion a motion was made to set the Per Diem rate at $70.00 for 2018.
Motion: Bill Thompson
Seconded: David Livingston
The motion carried unanimously

Set 2018 District Cost-Share Program
The board discussed the current District Cost-Share Program, and if any changes should be made. A motion was made to continue the District Cost-Share Program, with a maximum cost-share rate of 65% not to exceed $10,000, except for well sealing, which will have a maximum cost-share rate of 50% not to exceed $1,500 per well. District Cost-Share funds used on top of EQIP projects will have a total cost-share rate of 75%, and a maximum $10,000 of district funds. Cover crops will have a flat rate per acre, prioritizing fields planted with canning crops and/or silage with the following criteria: 1. Land planted must be in Dodge County; 2. Participant may not be enrolled in any other program for the same activity; 3. Seeding would be done in a timely manner according to the Midwest Cover Crop Council recommendations or the NRCS Practice Standard 340, giving the cover crop ample time to emerge and establish, with the cover crop remaining in the field over the winter; 4. The cover crop would be terminated, or used for forage in the spring, and not taken to maturity for grain harvest; 5. Manure application would be allowed as long as adequate ground cover is maintained; 6. The District Cover Crop Cost-Share will be a three-year program needing with one single payment for the three years after the first year; 7. The Dodge SWCD Cover Crop Cost-Share program will use the NRCS EQIP practice rate of $42.44 / Acre and limit the maximum amount of acres enrolled to 50 acres with the intent to enroll as many producers as possible.

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

Approval of Payment of 2018 Monthly Invoices
Adam King, District Manager, is requesting approval to make payments on monthly invoices as they are received. 2018 monthly invoice include:

Blue Cross Blue Shield of Minnesota (health insurance) - $3,076.68 / month
Ameritas Life Insurance Corp. (dental insurance) - $208.72 / month
USAble Life (life and short-term disability insurance) - $158.89 / month
KMTelcom (internet) - $99.99 / month
Verizon Wireless (3g for survey equipment) - $35.01 / month
Techright Services, Inc. (antivirus / server monitoring) - $22.00 / month
After discussion a motion was made to approve payments of monthly invoices for Blue Cross Blue Shield of Minnesota, Ameritas Life Insurance Corp., USAble Life, KMT Telecom, Verizon Wireless, and Techright Service, Inc. as they are received.

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

2018 Dodge County Expo

Adam King, District Manager, informed the supervisors that information on the Dodge County Expo has been received. After discussion a motion was made to approve the payment for one booth at the Dodge County Expo, with the Cedar River Watershed District if they wish to partner for the event.

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

New Farm Bill Assistant Computer

Adam King, District Manager, presented a quote for a new Farm Bill Assistance computer that would be connected to the USDA network and used by Dodge SWCD staff to assist in completing federally funded projects, including CREP easements, CRP plans, and EQIP projects. The quote was for $1,900.39. A motion was made to approve the purchase of a new computer for the Farm Bill Assistance position at a cost of $1,900.39.

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

District Cost-Share Contract 2017-03 (Boysen) Amendment

Adam King, District Manager, informed the supervisors that Steve Boysen is requesting an amendment to District Cost-Share Contract 2017-03 for an additional $1,266.50 to account for additional hours spent during construction of the project due to wetness, and making it longer than originally planned. A motion was made to approve and sign the amendment of District Cost-Share Contract 2017-03 for an additional $1,266.50.

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

District Cost-Share Contract 2017-03 (Boysen) Payment

Adam King, District Manager, informed the supervisors that Steve Boysen is requesting payment for District Cost-Share Contract 2017-03 for a grassed waterway. The total eligible cost of the grassed waterway is $14,610.00, and Boysen is requesting 65%, $9,496.50. A motion was made to approve the payment of $9,496.50 for District Cost-Share Contract 2017-03 for the installation of a grassed waterway to Steve Boysen.

Motion: Glenn Hahn
Seconded: David Livingston
The motion carried unanimously.
Other New Business

District Cost-Share Contract 2016-13 (Reis) Cancelation
Adam King, District Manager, informed the supervisors that District Cost-Share Contract 2016-13 for Luthera Reis has expired, and the planned grassed waterway has not been installed. The contract should be canceled, and the encumbered $6,045.00 be added back to the cost-share fund. A motion was made to cancel District Cost-Share Contract 2016-13 for Luthera Reis, and unencumber $6,045.00.
Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

There was no other new business.

Correspondence & Staff Report
Adam King, District Manager, presented the supervisors 2016 Final Financial Audit, and a news article. Dan Conrad spoke on the Cedar River Watershed at an event.

Supervisor Reports

Dodge County Feedlot Advisory Committee – Glenn Hahn, District V Supervisor, reported that Dodge County is taking applications for the Feedlot Advisory Committee, and has applied.

Mower Cover Crops 101 Meeting – Glenn Hahn, District V Supervisor, reported attending the meeting and discussed trying to get basic, cost-effective cover crops installed.

One Watershed One Plan (1W1P) – Root River Watershed – Glenn Hahn, District V Supervisor, reported that implementation of the 1W1P – Root River Watershed is starting with a focus on wellhead protection, capital improvement flood control projects in the Crooked Creek sub-watershed, and working with a farmer led council. The implementation grant is for $851,000, and an additional $500,000 is available through EQIP.

One Watershed One Plan (1W1P) – Cedar River Watershed – David Livingston, District IV Supervisor, reported that Barr presented a paired-based comparison survey on priorities for the Cedar River Watershed. The meetings for 2018 were set for the first Wednesday of the month at 1:00 P.M.

Cedar River Watershed District (CRWD) – David Livingston, District IV Supervisor, reported attending the CRWD meeting on January 17, 2018 where officers were elected, financial institutions were designated, and the agreement for administrative services between the CRWD and Mower SWCD was approved. The CRWD has received $123,000 for the Dobbins Creek National Water Quality Initiative, and funding is available for the 1W1P – Cedar River Watershed implementation once the plan is complete and approved by the Minnesota Board of Water and Soil Resources. Tim is working with area schools to have a canoe-mobile, also a media release for the Cover Crops 101 program, the We Are Water Minnesota display, and is still trying to develop a Citizen Advisory Committee (CAC). Conservation Reserve Enhancement Program (CREP) targeting is being conducted, and the Austin Vision 20/20 director has resigned.
Minnesota Association of Soil and Water Conservation Districts (MASWCD) – Bill Thompson, District I Supervisor, reported that he will be attending the MASWCD meeting next week, where the MASWCD platform for the next legislative session will be discussed.

Zumbro Watershed Partnership (ZWP) – Larry Scherger, District III Supervisor, reported attending the ZWP meeting on January 11, 2018. Bill Thompson will be speaking on leaders of conservation at the next ZWP meeting to be held on February 08, 2018.

Next Meeting
The next meeting of the Dodge SWCD Board of Supervisors will be Thursday, February 15, 2018 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: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

Approved: Larry Scherger
Date: 2-15-18
Recorder: Adam King

January 18, 2018 Dodge SWCD Board of Supervisors meeting minutes

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