Minutes of the July 19, 2018 Regular Board Meeting

Minutes of the July 21, 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 7:29 P.M.

Members Present: Larry Scherger, Chair
Bill Thompson, Vice-Chair
Glenn Hahn, Treasurer
David Livingston, Secretary (late, in at 8:57 P.M.)
Bruce Freerksen, PR&I (late, in at 7:45 P.M.)

Members Absent: none

Others Present: Adam King, District Manager, Dodge Soil and Water Conservation District

Approval of Meeting Agenda – Additions to the July 19, 2018 agenda include the Payment of Supervisor Vouchers under the Treasurer’s Report, and Wells Fargo Credit Card Limit Increase, District Cost-Share Contract 2017-04 Amendment, District Cost-Share Contract 2017-04 Payment, FY16 CWF Contract CSA2017-02, and FY16 CWF Contract CSA2017-03 under Other New Business. A motion was made to approve the July 19, 2018 meeting agenda as revised.

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

Approval of the June 21, 2018 Board Meeting Minutes – There were no corrections to the June 21, 2018 board meeting minutes. A motion was made to approve the June 21, 2018 Dodge Soil and Water Conservation District’s regular Board of Supervisors meeting minutes as presented.

  Motion: Bill Thompson
  Seconded: Glenn Hahn
  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.

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

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There were no other partner agency reports.

Bruce Freerksen entered at 7:45 P.M.

**Treasurer’s Report**

**Approval of the Treasurer’s Financial Statements and Payment of New Bills** – Glenn Hahn, Treasurer, presented the June 2018 Balance Sheet, Revenues of $13,905.62, Expenditures of $32,719.33, and the Aging Summary, with a payables total of $1,073.67. A motion was made to approve the June 2018 Treasurer’s Report, and to approve payment of the bills on the Aging Summary, for a payables total of $1,073.67.

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

**Approval of the Supervisors Vouchers** – A motion was made to approve payment of the first half 2018 Supervisors Vouchers.

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

**Unfinished Business**

**2019 Preliminary Budget**

The Finance Committee presented the 2019 Preliminary Budget. The supervisors reviewed and discussed the budget. The supervisors revised the 2019 Preliminary Budget to include an additional $500 to computer license and fees, and take $500 from Contractor Services. A motion was made to approve the 2019 Preliminary Budget of $664,259.00 as revised.

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

**New Business**

David Livingston entered at 8:57 P.M.

**Sub-Agreement between the Winona County Soil and Water Conservation District and the Dodge Soil and Water Conservation District for the One Watershed One Plan – Root River Board of Water and Soil Resources Clean Water Fund Watershed Implementation Grant.**

  Adam King, District Manager, presented the supervisors with a Sub-Agreement between the Winona County Soil and Water Conservation District and the Dodge Soil and Water Conservation District for the One Watershed One Plan – Root River Clean Water Fund Watershed Implementation Grant (C18-5518) for a total of $2,500.00 to assist landowners with the Regional Conservation Partnership Program and to financial assistance to landowners. A motion was made to approve and sign the Sub-Agreement totaling $2,500.00 between the Winona County Soil and Water Conservation District and the Dodge Soil and Water Conservation District for the One Watershed One Plan – Root River Clean Water Fund Watershed Implementation Grant.

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

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FY18 Farm Bill Assistance Grant Agreement Amendment

Adam King, District Manager, presented an amendment to the FY18 Farm Bill Assistance Grant. The amendment includes increasing the grant by $4,316 from $29,250 to $33,566, extending the expiration date from June 30, 2019 to December 31, 2019, with match being provided as stated in the approved workplan, and payment made based on the Board of Water and Soil Resources Hourly Rate. A motion was made to approve and sign the FY18 Board of Water and Soil Resources Farm Bill Assistance Grant Agreement Amendment.

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

ESRI Renewal Quotation

The Environmental Systems Research Institute (ESRI) has provided a quote of $1,520.63 to renew the maintenance of their Geographic Information Systems (GIS). King stated that his recommendation is to either keep up with the maintenance agreement, or decide not to invest in GIS for at least the next five years, and purchase a new license when one is needed at that time. A motion was made to purchase the maintenance package including upgrades and support for a total of $1,520.63.

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

District Cost-Share Contract 2018-07 (Holtan) Encumbrance

Adam King, District Manager, informed the supervisors that Hollis Holtan of Hayfield, MN is requesting cost-share for a water and sediment control basin. The total estimated cost of the practice is $6,809.00, and is requesting to encumber 65% not to exceed $4,425.85. Currently there is $21,999.74 remaining to encumber, and if approved there will be $17,573.89 remaining to encumber. A motion was made to approve and sign District Cost-Share Contract 2018-07 to Holis Holtan for a water and sediment control basin at 65% of the cost of the entire project, not to exceed $4,425.85.

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

District Cost-Share Contract 2018-08 (Holtan) Encumbrance

Adam King, District Manager, informed the supervisors that Hollis Holtan of Hayfield, MN is requesting cost-share for a water and sediment control basin. The total estimated cost of the practice is $5,680.00, and is requesting to encumber 65% not to exceed $3,692.00. Currently there is $17,573.89 remaining to encumber, and if approved there will be $13,881.89 remaining to encumber. A motion was made to approve and sign District Cost-Share Contract 2018-08 to Holis Holtan for a water and sediment control basin at 65% of the cost of the entire project, not to exceed $3,692.00.

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

District Cost-Share Contract 2018-09 (Holtan) Encumbrance

Adam King, District Manager, informed the supervisors that Hollis Holtan of Hayfield, MN is requesting cost-share for a water and sediment control basin. The total estimated cost of the
practice is $8,426.00, and is requesting to encumber 65% not to exceed $5,476.90. Currently there is $13,881.89 remaining to encumber, and if approved there will be $8,404.99 remaining to encumber. A motion was made to approve and sign District Cost-Share Contract 2018-09 to Holis Holtan for a water and sediment control basin at 65% of the cost of the entire project, not to exceed $5,476.90.

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

**District Cost-Share Contract 2018-10 (Cepelak) Encumbrance**

Adam King, District Manager, informed the supervisors that Jerry Cepelak of Hayfield, MN is requesting cost-share for a grassed waterway. The total estimated cost of the practice is $3,250.50, and is requesting to encumber 65% not to exceed $2,112.83. Currently there is $8,404.99 remaining to encumber, and if approved there will be $6,292.16 remaining to encumber. A motion was made to approve and sign District Cost-Share Contract 2018-10 to Jerry Cepelak for a grassed waterway at 65% of the cost of the entire project, not to exceed $2,112.83.

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

**District Cost-Share Contract 2018-11 (Cepelak) Encumbrance**

Adam King, District Manager, informed the supervisors that Jerry Cepelak of Hayfield, MN is requesting cost-share for a grassed waterway. The total estimated cost of the practice is $2,035.00, and is requesting to encumber 65% not to exceed $1,322.75. Currently there is $6,292.16 remaining to encumber, and if approved there will be $4,969.41 remaining to encumber. A motion was made to approve and sign District Cost-Share Contract 2018-11 to Jerry Cepelak for a grassed waterway at 65% of the cost of the entire project, not to exceed $1,322.75.

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

**District Cost-Share Contract 2018-12 (Cepelak) Encumbrance**

Adam King, District Manager, informed the supervisors that Jerry Cepelak of Hayfield, MN is requesting cost-share for a grassed waterway. The total estimated cost of the practice is $1,199.00, and is requesting to encumber 65% not to exceed $799.35. Currently there is $4,969.41 remaining to encumber, and if approved there will be $4,190.06 remaining to encumber. A motion was made to approve and sign District Cost-Share Contract 2018-12 to Jerry Cepelak for a grassed waterway at 65% of the cost of the entire project, not to exceed $799.35.

  Motion: Bruce Freerksen
  Seconded: Bill Thompson
  The motion carried unanimously
District Cost-Share Contract 2018-13 (Cepelak) Encumbrance

Adam King, District Manager, informed the supervisors that Jerry Cepelak of Hayfield, MN is requesting cost-share for a grassed waterway. The total estimated cost of the practice is $1,267.75, and is requesting to encumber 65% not to exceed $824.04. Currently there is $4,190.06 remaining to encumber, and if approved there will be $3,366.02 remaining to encumber. A motion was made to approve and sign District Cost-Share Contract 2018-13 to Jerry Cepelak for a grassed waterway at 65% of the cost of the entire project, not to exceed $824.04.

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

Other New Business

Wells Fargo Credit Card Credit Limit Increase

Adam King, District Manager, informed the supervisors that the limit for the Wells Fargo Credit Card is $1,000.00, and that Jessica Bakken, District Technician, is planning to go to Lincoln, NE for Conservation Boot Camp for 18 days, and will need lodging. The cost is $93.00 per night, for 17 nights totaling $1,674.00 plus tax, more than the $1,000.00 limit. Wells Fargo has provided a credit limit increase request form to increase the limit to $2,500.00. The supervisors discussed adding additional staff to the credit card. A motion was made to approve and sign the credit card limit increase form requesting to increase the Wells Fargo Credit Card limit to $2,500.00

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

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

Adam King, District Manager, informed the supervisors that Trey and Amy Tucker of Hayfield, MN are requesting an amendment to their District Cost-Share Contract 2017-04 for a raingarden. There was additional cost to installing the raingarden, and are requesting an additional $103.35. The total encumbrance was 65% not to exceed $210.12, but total eligible expenses came to $482.26, with 65% being $313.47. A motion was made to approve and sign the amendment for District Cost-Share Contract 2017-04 to Trey and Amy Tucker to increase the payment amount by $103.35.

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

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

Adam King, District Manager, informed the supervisors that Trey and Amy Tucker of Hayfield, MN are requesting payment of their District Cost-Share Contract 2017-04 for a raingarden. Total eligible expenses came to $482.26, with 65% being $313.47. Funds will be coming from the District Cost-Share Fund. A motion was made to approve payment in the amount of $313.47 for District Cost-Share Contract 2017-04 to Trey and Amy Tucker for the installation of a raingarden.

Motion: Glenn Hahn
Seconded: Bill Thompson
The motion carried unanimously
FY16 Clean Water Fund Critical Source Area Cost-Share Contract FY16CSA-02 (Finstuen) Encumbrance

Adam King, District Manager, informed the supervisors that Mark Finstuen of Milton Township is requesting cost-share for a grassed waterway though the FY2016 Clean Water Fund Middle Fork Zumbro River Critical Source Area Restoration Grant. The total estimated cost of the project is $3,025.00, and is requesting to encumber 75% not to exceed $2,268.75, with the remaining 25% coming from the landowner. Currently there is $304,179.00 remaining to encumber, and if approved there will be $301,910.25 remaining to encumber. A motion was made to approve and sign Clean Water Fund Cost-Share Contract FY16 CSA-02 to Mark Finstuen for a grassed waterway at 75% of the cost of the entire project, not to exceed $2,268.75.

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

FY16 Clean Water Fund Critical Source Area Cost-Share Contract FY16CSA-03 (Finstuen) Encumbrance

Adam King, District Manager, informed the supervisors that Mark Finstuen of Milton Township is requesting cost-share for a water and sediment control basin though the FY2016 Clean Water Fund Middle Fork Zumbro River Critical Source Area Restoration Grant. The total estimated cost of the project is $12,573.00, and is requesting to encumber 75% not to exceed $9,429.75, with the remaining 25% coming from the landowner. Currently there is $301,910.25 remaining to encumber, and if approved there will be $292,480.50 remaining to encumber. A motion was made to approve and sign Clean Water Fund Cost-Share Contract FY16 CSA-03 to Mark Finstuen for a water and sediment control basin at 75% of the cost of the entire project, not to exceed $9,429.75.

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

There was no Other New Business.

Correspondence & Staff Report

Adam King, District Manager, informed the supervisors that he attended the Minnesota Association of Soil and Water Conservation Districts (MASWCD) / Natural Resource Conservation Service (NRCS) workshop on the Local Work Group process, and the MCIT Side Stepping Risks for SWCDs. King presented *E. coli is in Our Environment* by Dean Schrandt, Water Program Coordinator, Dodge County.

Supervisor Reports

Drainage Meeting – Bill Thompson, District I Supervisor, reported that there is a drainage meeting at the Lamberton, MN University of Minnesota Field Station on August 16, 2018.

Ditch Buffers – Bill Thompson, District I Supervisor, reported on the Minnesota Department of Agriculture’s Agriculture Best Management Practice (BMP) Loan Program, and that it can assist with installing ditch buffers.

One Watershed One Plan (1W1P) – Root River Watershed – Glenn Hahn, District V Supervisor, reported that there was no meeting and there are no meetings currently planned.

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Dodge County Feedlot Advisory Committee – Glenn Hahn, District V Supervisor, reported that there was no meeting and there are no meetings currently planned.

Cedar River Watershed District (CRWD) – David Livingston, District IV Supervisor, reported not being able to attend the meeting on July 18, 2018.

One Watershed One Plan (1W1P) – Cedar River Watershed – Adam King, District Manager, reported attending the meeting on July 11, 2018, where the measurable goals table, and the targeted areas for groundwater best management practices were discussed.

Resource Conservation and Development (RC&D) – Bruce Freerksen, District II Supervisor, reported that the next meeting will be held on Monday, July 23, 2018.

Zumbro Watershed Partnership (ZWP) – Larry Scherger, District III Supervisor, reported attending the ZWP meeting on July 14, 2018, where there was discussion on whether to stay together, or dissolve the organization.

Southeast Area Soil and Water Conservation District Technical Support Joint Powers Board – Larry Scherger, District III Supervisor, reported that there will be a meeting on Tuesday, July 31, 2018.

Next Meeting
The next meeting of the Dodge SWCD Board of Supervisors will be Thursday, August 16, 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 10:59 P.M.

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

Approved: ___________________________ Date: 8-16-18 Recorder: Adam King

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