



## **Minutes of the December 18, 2014 Regular Board Meeting**

Minutes of the December 18, 2014 Dodge Soil and Water Conservation Districts' Regular Board of Supervisor's meeting, conference room, USDA Service Center, Dodge Center, Minnesota.

The meeting was called to order by Vice-Chair Bill Thompson at 7:21 PM.

**Members Present:** Bill Thompson, Vice-chairman  
David Livingston, Secretary  
Glenn Hahn, Treasurer  
Don Hesar, PR&I

**Members Absent:** Larry Scherger, Chairman

**Others Present:** Adam King, District Manager, Dodge SWCD  
Rodney Peterson, Dodge County District 3 Commissioner

### **Agency Reports**

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

Because Rodney Peterson, Dodge County District 3 Commissioner, had other commitments, the board allowed the Agency Reports to be moved up the agenda. Rodney Peterson reported that the Dodge County Commissioners are to approve the budget at the Tuesday, December 23, 2014 meeting. The tax rate should be less than 10%, with the Dodge SWCD allocation remaining the same as last year. Commissioner Peterson reported on attending the Minnesota Association of Watershed Districts annual convention, attending sessions on water issues and One Watershed One Plan. Construction on the new administration building is continuing and they expect to be in the building sometime late spring/early summer. The Masching feedlot permit was redone with all required information present, and passed committee.

**Approval of Meeting Agenda** – There were no additions to the agenda. A motion was made to approve the December 18, 2014 meeting agenda as presented.

Motion: Glenn Hahn

Seconded: Don Hesar

The motion carried unanimously.

**Approval of the November 20, 2014 Board Meeting Minutes** – Revisions to the November 20, 2014 board minutes include the correction of the word Mashing to Masching in the Feedlot Report, and change the word proving to providing in the Cedar River Watershed District Report. A motion was made to approve the November 20, 2014 regular board meeting minutes as amended.

Motion: Dave Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

**Approval of the Treasurer's Financial Statements and New Bill Payments** – Glenn Hahn discussed and reviewed cash reserves, net assets, and expenditures. The district had received the next 40% of the Area VII Feedlot Grant, and payment from Dodge County for the Wetland Conservation Act portion of the Water Plan Contract. The Financial Statements from November 30, 2014 should have the Jan-Nov header, not Nov-Dec header. One bill for the MASWCD dues for 2015 was added to the aging summary. A motion was made to pay all presented bills totaling \$2,521.70.

Motion: Bill Thompson

Seconded: Dave Livingston

The motion carried unanimously.

There was further discussion about setting aside funds for a new vehicle, as the current one is ageing. Adam King, District Manager, informed the board that they had been budgeting \$3,000.00 for a new vehicle every year, but had not been placing the funds in the designated vehicle fund. There is \$1,271.29 left in the designated vehicle fund left over from the last vehicle purchase in 2007. The budgeted \$3,000.00 per year, over seven years would be a total of \$21,000.00 A motion was made to place \$21,000.00 into the designated vehicle fund and changed the name to the designated vehicle/capital outlay fund.

Motion: Dave Livingston

Seconded: Don Hesper

The motion carried unanimously.

There was further discussion on the Board of Supervisors Per Diem and mileage. The current Per Diem for the Dodge Soil and Water Conservation District Supervisors is \$60 and mileage is the current IRS rate. There was discussion to raise the Per Diem back to \$70. Adam King, District Manager, informed the board that the 2014 budgeted amount for supervisor compensation is \$8,000.00, and budgeted for \$6,500.00 in 2015. The board decided to table the discussion until the next meeting.

A motion was made to approve the November 2014 treasurer's financial statements as amended.

Motion: Glenn Hahn

Seconded: Dave Livingston

The motion carried unanimously.

### **District Conservationist's Report**

Brian DeVetter, District Conservationist, NRCS, was not present.

### **County Water Plan Report**

Dean Schrandt, Water Program Manager, Dodge County, was not present.

## **Unfinished Business**

### **FY 2015 Conservation Cost-Share Technical Assistance Option**

Adam King, District Manager, presented an option for all Conservation Cost-Share funds from the Board of Water and Soil Resources (BWSR) could be used for technical assistance at the November 20, 2014 meeting, and the board expressed that while providing financial assistance for projects not funded through EQIP is nice, the budget depends on these funds for staff time to provide technical assistance on conservation projects. A motion was made to take the Technical Assistance Option for the BWSR FY2015 Conservation Cost-Share Grant.

Motion: Dave Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

### **2015 Employee Handbook/Wage Scales**

Adam King, District Manager, presented the employee handbook that includes the 2015 wage scales and incorporates the changes that were discussed at the November 20, 2014 meeting. After review of the handbook, several revisions were made. Revisions included changing the word "County" to "District" (last word) on page 7, timesheets will be retained according to the standard accounting procedures will be added to section 3.1 on page 11, change the word "and" to "or" on 2.1 under Permanent Employees, change from "position description" to "job description" under 3.3 on page 12, and clarification on half days of hazardous weather leave on page 15. A motion was made to approve the 2015 Employee Handbook and Wage Scales as revised.

Motion: Dave Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

### **Meeting Scheduling for 2015**

Adam King, District Manager, presented the board with a list of all government agencies and non-government organizations, the frequency of their meetings and staff and supervisors assigned to those meetings. There was discussion of being seen and heard at those meetings and getting our name out at additional organizations/meetings. The board instructed Adam King to update the list and present it at next month's meeting.

### **Blue Thumb/Raingarden Update**

Adam King, District Manager, informed the board that he had talked with Megan Moeller from the City of Rochester to inquire about their experience with Blue Thumb. Adam told the board that Blue Thumb was very helpful in providing technical assistance to the City of Rochester for implementing their stormwater program, educational materials, and trainings on design and installation of stormwater best management practices. Adam King also contacted Jessica Bromelkamp of the Rice Creek Watershed District to inquire about becoming a Blue Thumb Partner. The Blue Thumb program has outgrown the Rice Creek Watershed District and are now partnering with Metro Blooms to provide assistance. The Blue Thumb Partners Contract is still under revisions, but should be out soon. Adam King will provide an update at the next meeting.

## **New Business**

### **Minnesota Conservation Corps Academy Apprentice Application**

Adam King, District Manager, informed the board that he applied to the Minnesota Conservation Corps (MCC) for an Academy Apprentice. If chosen, the apprentice would work out of the Dodge SWCD office for the summer of 2015 providing technical assistance for the SWCD for conservation projects.

### **Correspondence**

Adam King, District Manager, informed the board that he has finished the winter newsletter and is using Church Offset Printing in Albert Lea. The newsletters should be going out by the end of the week. An idea for the next newsletter is to include board member information.

Adam King informed the board that he has emailed letters to 5<sup>th</sup> grade teachers at Hayfield, Triton, and Kasson-Mantorville. He has received responses from interested teachers at Kasson-Mantorville and Hayfield. The board instructed Adam King to send the letters to the 4-H and Ag Teachers to gauge interest.

Adam King informed the board that he has sent out a press release on the 2014 Dodge SWCD Conservationist of the Year to the Bryon Review, Dodge County Independent, and the West Concord/Claremont newspapers.

### **Meeting Reports**

Cedar River Watershed District – David Livingston, District 4 Supervisor, and Adam King, District Manager, attended the December 17, 2014 meeting of the Cedar River Watershed District Board and reported on the following meeting items:

- The board approved payment for Lynn Schmeling's CRP incentive, but the board decided not to fund CRP incentive program for buffer strips in 2015.
- The board assessed Debeau and was informed that there are now two additional enforcements, one cleaned out a drainage ditch that is part of the MN DNR Protected Water Inventory without a permit, and the other built a shed in the floodplain without a permit.
- The board also looked into updating current rules and adding new re-construction rules for areas disturbing more than an acres, but not increasing the overall impervious surface area, and new rules not requiring a survey for ditch cleanouts that are less than 250 feet, and a non-certified survey for ditch cleanouts that are greater than 250 feet, but less than 500 feet, and keep a certified survey for ditch cleanouts that are greater than 500 feet.

Dodge County Feedlot Committee – Glenn Hahn, District 5 Supervisor, reported the Dodge County Feedlot Committee started over with the Masching recommendations and made sure everything was done correctly. The mortality facility and manure application were reviewed carefully.

Zumbro Watershed Partnership – Bill Thompson, District 1 Supervisor, attended the December 11, 2014 ZWP Meeting and reported the following meeting items:

- Justin Watkins from the Minnesota Pollution Control Agency presented on the Zumbro and Cannon Watershed WRAPS and 1W1P.
- The ZWP has hired a new employee to write the WRAPS document for the Zumbro and Cannon Watersheds.
- Funding through pull tabs were discussed
- An update on the LCCMR signage project (with 6-8 sites) was given
- The Destination Medical Center (DMC) has a place in their plan for the Zumbro River Zone.
- The ZWP has changed banks from Wells Fargo to Home Federal.

Minnesota Association of Conservation Districts – Bill Thompson, District 3 Supervisor, and Adam King, District Manager, attended the Minnesota Association of Conservation Districts (MASWCD) annual convention in Bloomington, MN and reported on the following:

- Bill Thompson's drainage resolution passed and Bill has been in contact with the MASWCD about prioritizing funding to Technical Service Areas (TSA)
- The new MASWCD President is Ian Cunningham from Pipestone SWCD, and the new Vice President is Kurt Beckstorm from Mille Lacs SWCD.
- Adam King attended and reported on the employee sessions.

### **Managers' Report**

Adam King, District Manager, reported Blaine Delzer, Feedlot Technician, attended the envirothon meeting. Adam King gave an update on the Root River Watershed One Watershed One Plan (RRW 1W1P). The RRW 1W1P Planning Workgroup has received the Request for Proposal (RFP) from seven companies, and has decided to interview three: Barr, EOR, and Houston. Interviews were conducted on December 17, 2014 and the Planning Workgroup has decided to recommend hiring Houston. The first Policy Committee meeting will be on Wednesday, January 21, 2015. Adam King reported that comments are due soon for the Wellhead Protection Plans for the cities of Dodge Center and Claremont.

### **Other New Business**

Adam King, District Manager, has been notified that the federal portion of the office, the Farm Service Agency (FSA), and the Natural Resources Conservation Service (NRCS), will be closed on Friday, December 26, 2014. After discussion the board decided that the office should be shut down when the federal portion is shut down.

### **Adjournment**

Hearing no further business, Vice-Chair Bill Thompson called for a motion for adjournment at 11:42 p.m.

Motion: Dave Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

### **Next Meeting**

The next regularly scheduled meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be Thursday, January 15, 2015 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.

Approved: Larry Scherger Date: 1-15-15 Recorder: Adam King

