



# Dodge Soil and Water Conservation District

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Dodge Center, Minnesota 55927

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## Minutes of the October 17, 2023

### Dodge Soil & Water Conservation District

#### Regular Board of Supervisors Meeting

*The meeting was called to order by Larry Scherger, Board Chair, at 7:28 PM.*

**Members Present:** Larry Scherger, Chair  
Rick Alberts, Vice-Chair  
Glenn Hahn, Treasurer (late)  
David Livingston, Secretary  
Bruce Freerksen, PR&I (late)

**Members Absent:** None

**Others Present:** Adam King, District Manager, Dodge Soil and Water Conservation District; Samantha Rojo, Administrative Professional, Dodge Soil and Water Conservation District; Nathan Bird, District Conservationist, United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS); Nancy Peterson, Dodge County Resident.

**Approval of Meeting Agenda:** Additions to the October 17, 2023 board meeting agenda include District Cost-Share Contract 2023-13 (Kooiman) Encumbrance, Zumbro Cost-Share Contract 2023WAGZ-DC-08 (Boyum) Encumbrance, and District Cost-Share Contract 2023-03 (West) Payment, under Other New Business. A motion was made to approve the October 17, 2023 meeting agenda, as amended.

Motion: David Livingston

Seconded: Larry Scherger

The motion carried unanimously.

**Approval of the Sept 19, 2023 Board Meeting Minutes:** The supervisors discussed the September 19, 2023 board meeting minutes. There were no additions or corrections. A motion was made to approve the September 19, 2023 Dodge Soil and Water Conservation District's Regular Board of Supervisors Meeting Minutes, as presented.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

*Glenn Hahn entered at 7:30 PM*

### Partner Agency Reports

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

Nathan Bird, District Conservationist, United States Department of Agriculture (USDA) - Natural Resource Conservation Service (NRCS), reported EQIP signup being very successful, with 32 applications coming in through October 6<sup>th</sup>, compared to the 13 applications last year. Bird provided a staffing update for the NRCS, noting that there are both technician and engineering positions available currently. Bird emphasized that during the Southeast Area Meeting the week prior they discussed the influx of funds coming to the four-county team, totaling over \$5,000,000.00 in non-returnable funds they are optimistically hoping to have spoken for by June 1, 2024.

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**SUPERVISORS: RICK ALBERTS – BRUCE FREERKSEN – LARRY SCHERGER – DAVID LIVINGSTON – GLENN HAHN**

## **Minnesota Board of Water and Soil Resources (BWSR) Report**

Jill Sackett Eberhart, Board Conservationist, Minnesota Board of Water and Soil Resources, was unable to attend the meeting.

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

John Allen, Dodge County District I Commissioner, was unable to attend the meeting.

## **Treasurer's Report**

### **Approval of the Treasurer's Financial Statements, Payment of New Bills**

Glenn Hahn, Treasurer, presented the September 2023 Financial Report, including the Balance Sheet covering what is in our checking and savings, Revenues of \$109,660.18, Expenditures of \$40,242.29, the General Ledger and Aging Summary, with a payables total of \$9,204.24. The supervisors discussed the treasurer's report. A motion was made to approve the September 2023 Treasurer's Report and bills on the Aging Summary, for a payables total of \$9,204.24.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

## **Unfinished Business**

### **Zumbro Watershed Cost-Share Contract 2022WAGZ-DC-03 (Biwer) Payment**

Adam King, District Manager, informed the supervisors payment for Zumbro Watershed Cost-Share Contract 2022WAGZ-DC-03 for Jack Biwer is again not ready for presentation to the board. The approval of payment for Zumbro Watershed Cost-Share Contract 2022WAGZ-DC-03 was tabled.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **Cover Crop and No-Till Drill Program**

Adam King, District Manager, opened a discussion with the supervisors about the district's current no-till drill and cover crop programs. King presented the surrounding counties' programs, as well as consideration to implementing an incentive-based cover-crop program. King and the supervisors agreed to keep the discussion about the no-till drill and cover crop program open, and to revisit at subsequent board meetings.

## **New Business**

### **District Cost-Share Program for 2024**

Adam King, District Manager, explained that changes to the SWCD State Statute allow for greater flexibility to the District Cost-Share program. King further explained that financial assistance is no longer restricted to a maximum percentage of project costs for any practice or a maximum amount of cost-share. To maintain consistency between programs in the three watersheds in Dodge County, King noted that staff is recommending adopting each of the watershed's cost-share programs for each of the areas in the county to be used in the case that Watershed Based Implementation Funding for financial assistance runs out. A motion was made to approve adopting the Cost-Share Programs of the Root River, Cedar-Wapsipinicon, and the Greater Zumbro River Watersheds within their respective areas for the FY24 District Cost-Share Program (see attached).

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

*Bruce Freerksen entered at 8:56 PM*

**FY24 SWCD AID Workplan**

Adam King, District Manager, reminded the supervisors that going forward, SWCD AID received by the district from the MN Department of Revenue is replacement for the Board of Water and Soil Resources (BWSR) Local Capacity Services Grants. King and the staff felt that drafting a flexible workplan for the FY2024 SWCD AID will help staff to track where funds are being spent, even though a formal workplan and annual expense reporting are no longer required in eLink by the MN Board of Water and Soil Resources. King presented the following FY2024 SWCD AID workplan to the supervisors:

\$100,000.00	Administrative Professional Position
\$40,000.00	Technical Assistance
\$10,000.00	Financial Assistance
\$5,000.00	Education and Outreach
<u>\$3,897.00</u>	<u>Comprehensive Watershed Management Plans</u>
<b>\$158,897.00</b>	<b>TOTAL</b>

A motion was made to approve the workplan as outlined above, for the FY2024 SWCD AID total of \$158,897.00.

Motion: Rick Alberts  
Seconded: David Livingston  
The motion carried unanimously.

**Management Representation Letter to Peterson Company for the Audit of the 2022 Financials**

Adam King, District Manager, presented a representation letter drafted to Peterson Company on behalf of the district. The supervisors discussed the letter. A motion was made to approve, sign, and submit the required representation letter to Peterson Company.

Motion: Rick Alberts  
Seconded: David Livingston  
The motion carried unanimously.

**Audit of the 2022 Financials**

Adam King, District Manager, informed the supervisors that Peterson Company has completed the audit of the 2022 financials and has provided a draft for approval. The supervisors discussed the 2022 financial audit. A motion was made to approve the 2022 financial audit, and authorize Peterson Company to submit the audit to the State of Minnesota on our behalf.

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

**FY24 and FY25 SWCD Programs and Operations Grant Agreement**

Adam King, District Manager, presented the FY2024 and FY2025 SWCD Programs and Operations Grant Agreement for a total amount of \$64,080.00. King explained that this agreement includes the FY24 Conservation Delivery Grant (P24-0149) for \$19,343.00, the FY24 Conservation Contracts Grant (formerly State Cost-Share, P24-0239) for \$12,697.00, the FY25 Conservation Delivery Grant (P25-0020) for \$19,343.00, and the FY25 Conservation Contracts Grant (P25-0110) for \$12,697.00. A motion was made to approve Larry Scherger to sign and submit the FY2024 and FY2025 SWCD Programs and Operations Grant Agreement to the MN Board of Water and Soil Resources via DocuSign.

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

**FY20 Buffer Law Implementation Grant Close-Out**

Adam King, District Manager, explained the grant funds for the BWSR FY2020 Buffer Law Implementation Grant (P20-7562) have been exhausted and the grant will need to be closed out. The total funding from the grant was \$25,000.00, and funds were spent on buffer law implementation staff time and Dodge County Cover Crop Program expenses. King added that no funds will be required to be returned to the Board of Water and Soil Resources. A motion was made to authorize staff to submit the grant close-out to the Board of Water and Soil Resources.

Motion: Rick Alberts  
Seconded: David Livingston  
The motion carried unanimously.

**FY24 Buffer Law Implementation Grant Workplan**

Adam King, District Manager, reviewed the workplan for the FY23 BWSR SWCD Buffer Law Implementation grant, and introduced a draft workplan to the supervisors for the FY24 funds. King noted that the amount awarded for the FY24 grant (\$20,000.00) is slightly less than the prior FY23 and FY22 grants (\$21,500.00). The workplan was presented as follows:

\$8,000.00	Equipment and IT Purchases (Drone/GIS Maintenance)
\$7,000.00	Dodge County Cover Crop Program
<u>\$5,000.00</u>	<u>Staff Time for Buffer Law Implementation</u>
<b>\$20,000.00</b>	<b>TOTAL</b>

A motion was made to approve the FY24 Buffer Law Implementation workplan as outlined above, for a total of \$20,000.00.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

**Personnel Committee – District Handbook Recommendations**

Adam King, District Manager, explained that the Personnel Committee for the Dodge SWCD met on Friday, September 29, 2023 to discuss personnel matters. King relayed that the recommendation from the Personnel Committee was to change the telework policy within the Policy Handbook. King presented the changes to the supervisors. A motion was made to approve the Personnel Committee recommendations and changes to the Policy Handbook.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

**2023 Minnesota Association of Soil and Water Conservation Districts (MASWCD) Resolutions**

The Dodge Soil and Water Conservation District Board of Supervisors discussed and voted individually on each of the 19 MASWCD 2023 Resolutions. A motion was made to approve designating Samantha Rojo, Administrative Professional, to submit the individual responses for the supervisors electronically to the MASWCD.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

**Minnesota Association of Soil and Water Conservation Districts 2023 Annual Convention**

Adam King, District Manager, informed the supervisors that the MASWCD 2023 Annual Convention is going to be held on December 11-13 at the Doubletree by Hilton - Bloomington, MN with registration for both days totaling \$315.00/person, or \$235.00 for Tuesday, the 12<sup>th</sup> only, or \$195.00 for Wednesday, the 13<sup>th</sup> only. A motion was made to approve any staff or supervisors wanting to attend to register for the 2023 MASWCD Annual Convention and payment for registration of \$315.00, plus related expenses.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

**2024 National Association of Conservation Districts Dues**

Adam King, District Manager, presented the 2024 NACD dues invoice, informing the supervisors that \$250.00 was paid for 2023 dues. A motion was made to approve payment in the amount of \$300.00 for the 2023 NACD dues.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

**District Cost-Share Contract 2023-10 (Larson) Encumbrance**

Kyle Larson of Kasson, MN has requested cost-share assistance from the Dodge Soil and Water Conservation District for the project of a 340-Cover Crops (50 acres) in Section 18 of Vernon Township. The estimated cost for the practice is \$4,930.50, and he is requesting to encumber 100%, not to exceed \$4,930.50. A motion was made to concur with the approval and

encumbrance of cost-share contract 2023-10 for Kyle Larson to install a 340-Cover Crop in Section 18 of Vernon Township at 100% of the total cost of the project, not to exceed \$4,930.50.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

#### **District Cost-Share Contract 2023-12 (Hahn) Encumbrance**

Glenn Hahn of Hayfield, MN has requested cost-share assistance from the Dodge Soil and Water Conservation District for the project of a 340-Cover Crops (50 acres) in Section 28/33 of Vernon Township. The estimated cost for the practice is \$6,165.00, and he is requesting to encumber 100%, not to exceed \$6,165.00. A motion was made to concur with the approval and encumbrance of cost-share contract 2023-12 for Glenn Hahn to install a 340-Cover Crop in Section 28/33 of Vernon Township at 100% of the total cost of the project, not to exceed \$6,165.00.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried with Glenn Hahn abstaining from voting on this agenda item.

#### **District Cost-Share Contract 2023-14 (Bordelon) Encumbrance**

Lee Roy Bordelon of Mantorville, MN has requested cost-share assistance from the Dodge Soil and Water Conservation District for the project of a 351-Well Decommissioning in Section 11 of Mantorville. The estimated cost for the practice is \$2,200.00, and he is requesting to encumber 50%, not to exceed \$1,100.00. A motion was made approve and encumber cost-share contract 2023-14 for Lee Roy Bordelon to install a 351-Well Decommissioning in Section 11 of Mantorville at 50% of the total cost of the project, not to exceed \$1,100.00.

Motion: Rick Alberts

Seconded: Bruce Freerksen

The motion carried unanimously.

#### **District Cost-Share Contract 2023-11 (Severson Trust) Encumbrance**

Calmer Severson Trust of Hayfield, MN has requested cost-share assistance from the Dodge Soil and Water Conservation District for the project of a 412-Grassed Waterway in Section 24 of Hayfield. The estimated cost for the practice is \$21,824.00, and he is requesting to encumber 75%, not to exceed \$16,368.00. A motion was made approve the encumbrance of cost-share contract 2023-11 for Calmer Severson Trust to install a 412-Grassed Waterway in Section 24 of Hayfield at 75% of the total cost of the project, not to exceed \$16,368.00.

Motion: Bruce Freerksen

Seconded: Glenn Hahn

The motion carried unanimously.

### **Other New Business**

#### **District Cost-Share Contract 2023-03 West – Payment**

Bryan West of Hayfield, MN has requested payment from the Dodge Soil and Water Conservation District for district cost-share contract 2023-03 for the installation of a 412-Grassed Waterway in Section 17 of Vernon Township. West was authorized to encumber \$3,161.81; the total cost for practice installation was \$2,751.49, therefore he is requesting 75% of the total project cost, not to exceed \$2,363.62. A motion was made to approve payment of district cost-share contract 2023-03 for the installation of a 412-Grassed Waterway in Section 17 of Vernon Township at 75% of the total cost of the project, not to exceed \$2,363.62 using funds from the FY20 Local Capacity Services Grant (P20-7472).

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **District Cost-Share Contract 2023-13 Kooiman – Encumbrance**

Mary Kooiman of Eden Prairie, MN has requested cost-share assistance from the Dodge Soil and Water Conservation District for the project of a 638-WASCOB to be installed in Section 19 of Vernon Township. The estimated cost for the practice is \$5,555.00, and Kooiman is requesting to encumber 75%, not to exceed \$4,166.25. A motion was made to approve the encumbrance of cost-share contract 2023-13 for Mary Kooiman to install a 638-WASCOB in Section 19 of Vernon Township at 75% of the total cost of the project, not to exceed \$4,166.25.

Motion: Glenn Hahn

Seconded: Rick Alberts

The motion carried unanimously.

### **Zumbro Watershed Cost-Share Contract 2023WAGZ-DC-08 Boyum – Encumbrance**

Clair Boyum of Kenyon, MN has requested cost-share assistance from the Dodge Soil and Water Conservation District for the project of a 638-WASCOB to be installed in Section 27 of Concord Township. The estimated cost for the practice is \$10,912.00, and he is requesting to encumber 90%, not to exceed \$9,820.80. A motion was made approve the encumbrance of Zumbro Watershed Cost-Share Contract 2023WAGZ-DC-08 for Clair Boyum to install a 638-WASCOB in Section 27 of Concord Township at 90% of the total cost of the project, not to exceed \$9,820.80.

Motion: Glenn Hahn

Seconded: Bruce Freerksen

The motion carried unanimously.

### **Correspondence & Staff Report**

Adam King, District Manager, provided the supervisors with a Sick and Safe Time policy notice from the Minnesota Counties Intergovernmental Trust (MCIT) that outlines the January 1, 2024 requirements for the new earned sick and safe time in Minnesota.

### **Supervisor Reports**

#### **Glenn Hahn, District V Supervisor**

Glenn Hahn, District V Supervisor, did not provide a report.

#### **David Livingston, District IV Supervisor**

David Livingston, District IV Supervisor, shared that they approved the 2022 audit at the Cedar River Watershed District meeting on September 20<sup>th</sup>, as well as sharing the \$23,000.00 was received from Dodge County, and an additional hearing will be set for October 18<sup>th</sup> at 6:00 PM for the phase 3 streambank restoration. Livingston added that they also approved an FDR (Flood Damage Reduction Rate) and will be getting another \$500,000.00 for that, which they are excited about.

#### **Bruce Freerksen, District II Supervisor**

Bruce Freerksen, District II Supervisor, did not provide a report.

#### **Larry Scherger, District III Supervisor**

Larry Scherger, District III Supervisor, did not provide a report

#### **Rick Alberts, District I Supervisor**

Rick Alberts, District I Supervisor, did not provide a report.

### **Next Meeting**

The next meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be held Tuesday, November 21, 2023 at 7:15 p.m. in the conference room of the United States Department of Agriculture (USDA) Service Center, 916 2<sup>nd</sup> Street SE, Dodge Center, MN.

**Adjournment**

Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 10:50 PM.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Approved:	Date:	Recorder:
<i>Larry Scherger</i>	<i>11-21-23</i>	Samantha Rojo

