



**Minutes of the January 18, 2022 Dodge Soil and Water Conservation District's  
Regular Board of Supervisor's Meeting**

The meeting was called to order by Vice – Chair, Rick Alberts at 7:18 P.M.

**Members Present:** Larry Scherger, Chair (Remote via Microsoft Teams)  
Rick Alberts, Vice – Chair  
Glenn Hahn, Treasurer  
David Livingston, Secretary  
Bruce Freerksen, PR&I

**Members Absent:** none

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

**Approval of Meeting Agenda** – Additions to the January 18, 2022 agenda include 2022 County Agricultural Inspector Dues under Other New Business. A motion was made to approve the January 18, 2022 meeting agenda as amended.

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

**Approval of the December 21, 2021 Board Meeting Minutes** – The supervisors discussed the December 21, 2021 board meeting minutes. There were no additions or corrections to the December 21, 2021 board meeting minutes. A motion was made to approve the December 21, 2021 Dodge Soil and Water Conservation District's Board of Supervisors Meeting Minutes.

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

**Public Comment** – No Public Comment

**Partner Agency Reports**

**Natural Resource Conservation Service Report**

Gary Kurer, District Conservationist, United States Department of Agriculture (USDA) - Natural Resource Conservation Service (NRCS), was unable to attend the meeting.

**Minnesota Board of Water and Soil Resources Report**

David Copeland, 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 and Payment of New Bills** – Glenn Hahn, Treasurer, presented the December 2021, Balance Sheet, Revenues of \$94,573.02, Expenditures of \$46,527.17, the General Ledger, and Aging Summary with a payables total of \$16,572.35. The supervisors discussed the \$22,718.54 income for 2021 and options for the funds. The supervisors discussed the Treasurer's Report. A motion was made to approve the December 2021 Treasurer's Report, and payment of the bills on the Aging Summary, for a payables total of \$16,572.35.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

A motion was made to change the name of the Vehicle designated fund to the Vehicle/Building/Equipment designated fund, and move an additional \$13,000 into it.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

## **Unfinished Business**

### **Sale of 2005 Dodge Ram**

Adam King, District Manager, informed the supervisors that the battery in the Dodge Ram 1500 is dead, and will need a new battery to get it started and get quotes. The supervisors tabled the item.

## **New Business**

### **Election of 2022 Officers**

Current officers for the Dodge Soil and Water Conservation District Board of Supervisors include Chair: Larry Scherger; Vice-Chair: Rick Alberts; Treasurer: Glenn Hahn; Secretary: David Livingston; and Public Relations: Bruce Freerksen.

A nomination made by Bruce Freerksen and Seconded by Glenn Hahn for Larry Scherger for Chair, Rick Alberts for Vice – Chair, Glenn Hahn for Treasurer, David Livingston for Secretary, and Bruce Freerksen for Public Relations. Larry Scherger accepted the nomination for Chair, Rick Alberts accepted the nomination for Vice – Chair, Glenn Hahn accepted the nomination for Treasurer, David Livingston accepted the nomination for Secretary, and Bruce Freerksen accepted the nomination for Public Relations

Motion: Bruce Freerksen

Seconded: Glenn Hahn

The motion carried unanimously.

### **Set 2022 Regular Board Meeting Dates, Times and Locations**

The supervisors discussed dates and times for the Dodge Soil and Water Conservation District Regular Board of Supervisor meetings. A motion was made to hold the Dodge Soil and Water Conservation District Regular Board of Supervisor meetings on the third Tuesday 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: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

### **Designate Financial Institutions for 2022**

A motion was made to designate Manufacturers Bank and Trust (MBT), and Heritage Bank as the financial institutions of the Dodge Soil and Water Conservation District for 2022.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **2022 Supervisor Committee Assignments**

The supervisors discussed committee assignments. A motion was made to assign Supervisors to the following committees:

Personnel Committee: Larry Scherger; Rick Alberts

Finance Committee: Glenn Hahn; Bruce Freerksen

Dodge County Feedlot Advisory Committee: Glenn Hahn

Dodge County Technical Water Plan Committee: Bruce Freerksen

Cedar - Wapsipinicon Watershed Plan: David Livingston (Glenn Hahn Alt.)

Root River Watershed Plan: Glenn Hahn (David Livingston Alt.)

Greater Zumbro Watershed Plan: Larry Scherger (Rick Alberts Alt.)

Cedar River Watershed District: David Livingston (Glenn Hahn Alt.)

Southeast SWCD Technical Support Joint Powers Board: Larry Scherger (Rick Alberts Alt.)

Hiawatha Valley Resource Conservation and Development (RC&D): Bruce Freerksen

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

### **Set Supervisor Per Diem and Mileage Rates for 2022**

2021 Supervisor Per Diem rates were set at \$75.00, and changed on August 01, 2021 to \$125.00, and mileage rates were set at the 2021 IRS rate of \$0.56/mile. The IRS Mileage Rate for 2022 is \$0.585/mile. A motion was made to set Supervisors Per Diem rates at \$125.00, and set the mileage rate at the 2022 IRS rate of \$0.585/mile.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **Consent to 2022 Monthly Invoices**

Regular monthly invoices for 2022 include \$2,106.13/month to Blue Cross Blue Shield of Minnesota for health insurance, \$47.30+Samantha Rojo/month to USAble Life for life and short-term disability insurance, \$99.99/month to KMTelecom for internet, \$35.01/month to Verizon Wireless for survey equipment, \$55.50/month to Techright Services, Inc for antivirus and server monitoring, \$857.16 to Ron Carlsen for rent, and \$95.00 to AA Storage for a storage unit. A motion was made to approve the payment of \$2,106.13/month to Blue Cross Blue Shield of Minnesota, \$47.30+Samantha Rojo/month to USAble Life for life and short-term disability, \$99.99/month to KMTelecom, \$35.01/month to Verizon Wireless, \$55.50/month to Techright Services, Inc, \$857.16

to Ron Carlsen, and \$95.00 to AA Storage totaling \$3,296.09 + Samantha Rojo's US Able premium/month.

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

### **Personnel Committee Recommendations**

Adam King, District Manager, informed the supervisors he has conducted Employee Annual Evaluations, and reviewed the evaluations with the Personnel Committee. The Personnel Committee recommends a step increase for Jessica Bakken, District Technician, from Step 3 to Step 2, and to consider a step increase for Samantha Rojo after her 6-month evaluation. A motion was made to approve the Personnel Committee recommendations of a step increase for Jessica Bakken, District Technician, from Step 3 to Step 2.

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

### **Audit of 2021 Financial Quote**

Adam King, District Manager, presented a bid from the Peterson Company of \$3,000.00 to complete an audit of the 2021 financials, along with the quotes received for the 2020 Financial Audit. The supervisors discussed the bid and the audit of the 2021 financials. A motion was made to hire Peterson Company LTD. to complete the audit of the 2021 financials for an amount of \$3,000.00, and sign and submit the Engagement Letter to Peterson Company LTD.

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

### **2022 Minnesota Association of Soil and Water Conservation Districts Dues**

Adam King, District Manager, presented the cover letter, 2021 accomplishments from the Minnesota Association of Soil and Water Conservation Districts, and the invoice for \$4,922.61. A motion was made to authorize payment of \$4,922.61 to the Minnesota Association of Soil and Water Conservation Districts for 2022 dues.

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

### **2022 Minnesota Association of Conservation District Employees Dues**

Adam King, District Manager, informed the supervisors that the Minnesota Association of Conservation District Employees dues for 2022 are \$25.00/employee, and with three employees, would total \$75.00 for 2022. A motion was made to authorize payment of \$75.00 for three employees to the Minnesota Association of Conservation District Employees for 2022 dues.

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

### **FY18 BWSR Local Capacity Services Grant (P18-9170) Close-Out**

Adam King, District Manager, informed the supervisors that the FY18 BWSR Local Capacity Services Grant expired on December 31, 2021 with all funds expended, and needs to be closed out. King presented the Final Financial Report, with \$118,278.15 spent of \$118,200.00 received, with

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**Supervisors: Rick Alberts – Bruce Freerksen– Larry Scherger – David Livingston – Glenn Hahn**

\$0.00 to be returned to the Minnesota Board of Water and Soil Resources. A motion was made to authorize Adam King, District Manager, to sign and submit the Final Financial Report and close out the FY18 BWSR Local Capacity Services Grant (P18-9170) with \$0.00 being returned to the Minnesota Board of Water and Soil Resources.

Motion: Bruce Freerksen

Seconded: Glenn Hahn

The motion carried unanimously.

### **Fuel Fleet Card**

Adam King, District Manager, informed the supervisors that the pumps at the Dodge County Highway Department have been out of operation, and staff have been filling the vehicles up in Mantorville. Staff is requesting to get a fuel fleet card from a gas station (Kwik Trip / Casey's). The supervisors discussed a fuel fleet card. The supervisors would like additional options looked into. The item was tabled.

### **District Cost-Share Contract 2021-05 (Murray) Final Payment**

Ruth Murray of Claremont, MN has requested a cost-share payment from the Dodge Soil and Water Conservation District for the installation of a 412-Grassed Waterway in Section 33 of Claremont Township. There was a partial payment \$2,653.63 made in December 2021. The final invoices of \$1,650.00 have been received and Murray is requesting 65%, not to exceed \$1,072.50. The total of both payments would total \$3,726.13, with a total of \$3,843.34 encumbered. A motion was made to approve a final payment of district cost-share contract 2021-05 for Ruth Murray for the installation of a 412-Grassed Waterway at 65% of the total cost of the project, not to exceed \$1,072.50.

Motion: Glenn Hahn

Seconded: Bruce Freerksen

The motion carried unanimously.

### **New Dodge Soil and Water Conservation District Logo**

Adam King, District Manager, informed the supervisors that 2022 is the Dodge Soil and Water Conservation District's 75<sup>th</sup> Anniversary, and that there is one logo used for letterhead, and another logo used for the website and clothing. With the 75<sup>th</sup> Anniversary, it may be a good time to look at a new logo. Two quotes were received, \$50.00 from Shades of Amber Marketing and Design Studio, and \$200-\$500 from National Fleet Graphics. The supervisors discussed the current logos, and quotes from the graphic designers and staff. A motion was made to hire Shades of Amber Marketing and Design Studio for \$50.00 for the design of a new Dodge SWCD logo.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously

### **Other New Business**

#### **2022 Minnesota Association of County Agriculture Inspector Dues**

Adam King, District Manager, presented a memo from the Minnesota Association of County Agricultural Inspectors and an invoice for 2022 dues totaling \$100.00. A motion was made to authorize payment of \$100.00 to the Minnesota Association of County Agricultural Inspectors for 2022 dues.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously

## Correspondence & Staff Report

Adam King, District Manager, presented a report from the Minnesota Counties Intergovernmental Trust, and a letter on the City of Dodge Center broadband internet installation. King reported that the staff have been working in the office full time, with an option to work remotely. Staff have been working on 2021 grant reporting and end-of-year financials. Jessica Bakken, District Technician, is pregnant and will be on maternity leave starting the end of February.

## Supervisor Reports

Resource Conservation and Development (RC&D) – Bruce Freerksen, District II Supervisor, reported no upcoming meetings.

Dodge County Feedlot Advisory Committee – Glenn Hahn, District V Supervisor, reported that there has not been a Feedlot Advisory Committee meeting set.

Root River Policy Committee – Glenn Hahn, District V Supervisor, reported that the next Root River Policy Committee meeting has not been set.

Prairie Strips – Glenn Hahn, District V Supervisor, presented an article from The Farmer Magazine on the benefits of prairie strips on agricultural fields.

Cedar River Watershed District (CRWD) – David Livingston, District IV Supervisor, reported that the next CRWD meeting will be held on Wednesday, January 19, 2022 via Zoom.

Watershed Alliance for the Greater Zumbro (WAGZ) Policy Advisory Committee – Larry Scherger, District III Supervisor, reported that ~~he~~ attending the Thursday, January 13, 2022 via Teams where they authorized payment of the outstanding invoices, and set their regular meeting schedule for quarterly meetings.

Southeast Soil and Water Conservation District Technical Support Joint Powers Board – Larry Scherger, District III Supervisor, reported that the next meeting will be held on Wednesday, January 26, 2022

## Next Meeting

The next meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be held Tuesday, February 15, 2022 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 S.E., Dodge Center, MN.

## Adjournment

Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 10:04 P.M.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

Approved: Larry Scherger Date: 2-15-22 Recorder: Adam King