



Dodge Soil and Water Conservation District

916 2nd Street SE

Dodge Center, Minnesota 55927

Phone: 507-374-6364 ext. 3

www.dodgeswcd.org

Minutes of the January 17, 2023

Dodge Soil & Water Conservation District

Regular Board of Supervisors Meeting

The meeting was called to order by Board Chair, Larry Scherger at 7:17 P.M.

Members Present: Larry Scherger, Chair
Rick Alberts, Vice-Chair
David Livingston, Secretary
Bruce Freerksen, PR&I (Late – 7:28 P.M.)

Members Absent: Glenn Hahn, Treasurer

Others Present: Adam King, District Manager, Dodge Soil and Water Conservation District; Samantha Rojo, Administrative Professional, Dodge Soil and Water Conservation District

Oath of Office: Re-elected Supervisors David Livingston, District IV, and Larry Scherger, District III, took the Oath of Office given by Samantha Rojo, Administrative Professional and Notary Public.

Approval of Meeting Agenda: There were no additions to the January 17, 2023 board meeting agenda. A motion was made to approve the January 17, 2023 meeting agenda, as presented.

Motion: David Livingston

Seconded: Larry Scherger

The motion carried unanimously.

Approval of the December 21st, 2022 Board Meeting Minutes: The supervisors discussed the December 21, 2022 board meeting minutes and found no changes. A motion was made to approve the December 21, 2022 Dodge Soil and Water Conservation District's Board of Supervisors Meeting Minutes, as presented.

Motion: David Livingston

Seconded: Larry Scherger

The motion carried unanimously.

Partner Agency Reports

Minnesota Board of Water and Soil Resources (BWSR) Report

David Copeland, Board Conservationist, BWSR, was unable to attend the meeting.

Natural Resource Conservation Service Report

Nathan Bird, District Conservationist, United States Department of Agriculture (USDA) - Natural Resource Conservation Service (NRCS), 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

Bruce Freerksen entered at 7:28 P.M.

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

Samantha Rojo, Administrative Professional, presented the December 2022 Financial Report, including the Balance Sheet, Revenues of \$34,212.39, Expenditures of \$28,996.91, the General Ledger and Aging Summary, with payables total of \$15,536.69. The supervisors discussed the treasurer's report. A motion was made to approve the December 2022 Treasurer's Report, and payment of the bills on the Aging Summary, for payables total of \$15,536.69.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

Unfinished Business

Dodge Soil and Water Conservation District Policy Handbook

Adam King, District Manager, explained that work continues on the Dodge Soil and Water Conservation District policy handbook. King hopes to have a full draft for the supervisors to review soon.

2023 Dodge Cover Crop Application Contract

Adam King, District Manager, presented a final draft of the 2023 Dodge Cover Crop Program Landowner Agreement, which King explained outlines the responsibilities of the landowner and the District, and includes a payment rate of \$5.00 per acre for every acre over 20 acres. King also explained the contract includes language to prevent fall tillage, except for in cases where canning crops were harvested and large ruts were left in the field, knifing in manure / fertilizers, and headland areas where machinery was parked during harvest. The supervisors discussed the contract and agreed that the addition of the landowner's address would be helpful; a motion was made to approve the 2023 Dodge Cover Crop Application Contract with the addition of the landowner's address, and approving Adam King, District Manager, to execute the contracts with landowners on behalf of the Dodge Soil and Water Conservation District.

Motion: Rick Alberts

Seconded: Bruce Freerksen

The motion carried unanimously.

New Business

Election of 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 was made by Rick Alberts and Seconded by David Livingston to cast a unanimous ballot 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, David Livingston accepted the nomination for Secretary, and Bruce Freerksen accepted the nomination for Public Relations.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

Set 2023 Regular Board Meeting Dates and Times

The supervisors discussed dates and times for the Dodge Soil and Water Conservation District Regular Board of Supervisors meetings. A motion was made to continue holding 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 2nd St. S.E. Dodge Center, Minnesota 55927.

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

Designate 2023 Financial Institutions

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 2023.

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

Set 2023 Supervisor Committee Assignments

The supervisors discussed 2023 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 - Wapsipicon 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: Rick Alberts
Seconded: Bruce Freerksen
The motion carried unanimously.

Set 2023 Supervisor Per Diem and Mileage Rates

Supervisor Per Diem rates were set at \$125.00 in 2022, and mileage rates were set at the IRS rate of \$0.575/mile, and increased to \$0.625 on July 1, 2022. A motion was made to set 2023 Supervisors Per Diem rates at \$125.00, and set the mileage rate at the 2023 IRS rate of \$0.655/mile.

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

Consent to 2023 Monthly Invoice Payments

Regular monthly invoices for 2023 include \$2,624.47/month to Blue Cross Blue Shield of Minnesota for health insurance, \$70.12 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, \$63.50/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 \$2,624.47/month to Blue Cross Blue Shield of Minnesota, \$70.12/month to USABLE Life for life and short-term disability, \$99.99/month to KMTelecom, \$35.01/month to Verizon Wireless, \$63.50/month to Techright Services, Inc, \$857.16 to Ron Carlsen, and \$95.00 to AA Storage totaling \$3,845.25/month.

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

2023 Minnesota Association of Soil and Water Conservation District Dues

Adam King, District Manager, presented a cover letter, 2022 accomplishments, and the 2023 invoice for \$6,116.70 from the Minnesota Association of Soil and Water Conservation Districts. A motion was made to authorize payment of \$6,116.70 to the Minnesota Association of Soil and Water Conservation Districts for 2023 dues.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

Minnesota Counties Intergovernmental Trust (MCIT) 2023 Renewal Contributions

Adam King, District Manager, presented the invoice for 2023 renewal contributions in the amount of \$5,955.00 from the Minnesota Counties Intergovernmental Trust (MCIT). A motion was made to authorize payment of \$5,955.00 to Minnesota Counties Intergovernmental Trust (MCIT) for 2023 renewal contributions.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

Minnesota Soil Health Coalition Membership Renewal

Adam King, District Manager, informed the supervisors the Minnesota Soil Health Coalition has notified the Dodge Soil and Water Conservation District that our membership is up for renewal; a motion was made to approve a 2023 membership with the Minnesota Soil Health Coalition at the \$25.00/year membership rate.

Motion: Rick Alberts

Seconded: Bruce Freerksen

The motion carried unanimously.

FY2019 Local Capacity Services Grant Close-Out

Adam King, District Manager, informed the supervisors that the FY19 BWSR Local Capacity Services Grant expired on December 31, 2022 with all funds expended the grant needs to be closed out. King presented the Final Financial Report, with \$118,202.92 spent of \$118,200.00 received, with \$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 FY19 BWSR Local Capacity Services Grant (P19-2352) with \$0.00 being returned to the Minnesota Board of Water and Soil Resources.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

2022 Financial Audit Quotes

Adam King, District Manager, presented a bid from the Peterson Company of \$3,500.00 to complete an audit of the 2022 financials, along with the quotes received for the 2020 Financial Audit. The supervisors discussed the bid and the audit of the 2022 financials. A motion was made to hire Peterson Company LTD. to complete the audit of the 2022 financials for an amount of \$3,500.00, and sign and submit the Engagement Letter to Peterson Company LTD.

Motion: David Livingston

Seconded: Larry Scherger

The motion carried unanimously.

Other New Business

(None)

Correspondence & Staff Report

Adam King, District Manager, presented a MN Campaign Finance Board public disclosure document for the supervisors' review. King also touched on the latest happenings in the office, including work toward February 1st grant reporting and end-of-year accounting-related tasks like W-2's and 1099's.

Supervisor Reports

David Livingston, District IV Supervisor

David Livingston, District IV Supervisor, reported being unable to attend the last Cedar River Watershed District (CRWD) Meeting, but plans on attending the Cedar River Watershed District meeting on January 18th in the evening.

Larry Scherger, District III Supervisor

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

Bruce Freerksen, District II Supervisor

Bruce Freerksen, District II 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, February 21, 2023 at 7:15 p.m. in the conference room of the United States Department of Agriculture (USDA) Service Center, 916 2nd Street SE, Dodge Center, MN.

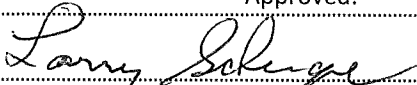
Adjournment

Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 9:07 P.M.

Motion: Rick Alberts

Seconded: Bruce Freerksen

The motion carried unanimously.

Approved:	Date:	Recorder:
	2-28-23	Samantha Rojo

