



# Dodge Soil and Water Conservation District

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## Minutes of the February 20, 2024

Dodge Soil & Water Conservation District

Regular Board of Supervisors Meeting

*The meeting was called to order by Larry Scherger, Board Chair, at 7:22 P.M.*

**Members Present:** Larry Scherger, Chair  
Rick Alberts, Vice-Chair  
Glenn Hahn, Treasurer  
David Livingston, Secretary  
Bruce Freerksen, PR&I (Late: in at 7:31 P.M.)

**Members Absent:** none

**Others Present:** Adam King, District Manager, Dodge Soil and Water Conservation District; Nathan Bird, District Conservationist, United States Department of Agriculture – Natural Resources Conservation Service; Nancy Peterson, Dodge County Resident.

**Approval of Meeting Agenda:** There were no additions or corrections to the February 20, 2024 board meeting agenda. A motion was made to approve the February 20, 2024 meeting agenda, as presented.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

**Approval of the Jan. 16, 2024 Board Meeting Minutes:** The supervisors discussed the January 16, 2024 board meeting minutes. There were no additions or corrections. A motion was made to approve the January 16, 2024 Dodge Soil and Water Conservation District's Regular Board of Supervisors Meeting Minutes, as presented.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### Partner Agency Reports

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

Nathan Bird, District Conservationist, United States Department of Agriculture (USDA) - Natural Resource Conservation Service (NRCS), reported that the first of the Environmental Quality Incentives Program (EQIP) funds have been allocated, with 16 funded projects and approximately \$250,000 allocated in Dodge County. The remaining projects have a possibility of receiving funding, and there is a possibility of a second EQIP sign-up. There are seven conservationist and one grazing internships that are shared positions between Pheasants Forever and the NRCS that have been posted and closes March 10, 2024. One may be located in the Dodge Center Office.

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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**

*Bruce Freerksen entered the meeting at 7:31 P.M.*

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

Glenn Hahn, Treasure, presented the January 2024 Financial Report, including the Balance Sheet covering what is in checking and savings, revenues of \$12,547.28, expenditures of \$31,006.07, the general ledger and aging summary, with a payables total of \$549.50. The supervisors discussed the treasurer's report. A motion was made to approve the January 2024 Treasurer's Report, pay bills on the aging summary for a payables total of \$549.50, and approve payment of the supervisors' vouchers for the second half of 2023.

Motion: Bruce Freerksen

Seconded: David Livingston

The motion carried unanimously.

### **Unfinished Business**

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

Adam King, District Manager, informed the supervisors that Jack Biwer has provided the information necessary to approve payment of \$4,500 for his cover crop contract. However, Biwer has not provided the signed payment voucher requesting payment. A motion was made to authorize Adam King to approve the \$4,500.00 payment to Jack Biwer for Zumbro Watershed Cost-Share Contract 2022WAGZ-DC-03 after receiving the signed payment voucher requesting payment.

Motion: Rick Alberts

Seconded: Glenn Hahn

The motion carried unanimously.

#### **District Cost-Share Contract 2023-15 (Sybesma) Payment**

Adam King, District Manager, informed the supervisors that Troy Sybesma has provided the information necessary to approve payment of \$4,930.50 for his cover crop contract covering 3 years. However, Sybesma has not provided the signed payment voucher requesting payment. A motion was made to authorize Adam King to approve the \$4,930.50 payment to Troy Sybesma for District Cost-Share Contract 2023-15 after receiving the signed payment voucher requesting payment.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

#### **2024 Cover Crop Program**

Adam King, District Manager, reported he has started the Request for Information from contractors, but has not finished the Request for Information.

#### **Personnel Committee Recommendations**

Adam King, District Manager, informed the supervisors that the Administrative Professional position closed on

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

January 29, 2024, with eleven applicants having applied for the position. The Personnel Committee has reviewed and ranked the applicants, with the top scoring applicants receiving scores in the lower 60s. With few applicants, and many ranking low, the Personnel Committee is recommending to pause the search for an Administrative Professional and repost the position at a later time. King also presented a quote from Kanati Land Management for professional financial services. The supervisors discussed options for the Administrative Professional position and the quote from Kanati Land Management. The supervisors recommended leaving the position posted until filled, with a larger push to get applicants at a later time.

### **2023 Financial Audit Quotes**

Adam King, District Manager, informed the supervisors that we have received a quote of \$5,000 for the 2023 financial audit from Peterson Company. King also requested a quote from Smith Schafer LLC, but declined to provide a quote due to staffing shortages. The supervisors discussed the quote from Peterson Company and the audit of the 2023 financials. A motion was made to accept the quote of \$5,000 from Peterson Company and sign the quote letter for the 2023 Dodge SWCD financial audit.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

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

Adam King, District Manager, presented information and a quote for website design from Wix. King explained that many of the Soil and Water Conservation Districts in the area have used Wix, and it has allowed them to customize their websites as needed including allowing for online payments. Staff is recommending the Core Level at \$27/month or \$324/year. It would be an additional \$25/year for Wix to host our domain. The supervisors discussed the proposal. A motion was made to use Wix to design a new website for \$324/year.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **New Business**

#### **2024 Joint Powers Agreement Between the Minnesota Department of Natural Resources and the Dodge Soil and Water Conservation District for the Walk-In Access Program**

Adam King, District Manager presented a Joint Power Agreement between the Minnesota Department of Natural Resources and the Dodge Soil and Water Conservation District for the Walk-In Access program. This will allow the district in partnership with Pheasants Forever to enroll landowners into the program and receive \$250.00 per enrollment. The supervisors discussed the Joint Powers Agreement. A motion was made to authorize Adam King, District Manager to sign and approve the Joint Powers Agreement between the Minnesota Department of Natural Resources and the Dodge Soil and Water Conservation District for the Walk-In Access program.

Motion: Rick Alberts

Seconded: Glenn Hahn

The motion carried unanimously.

#### **2024 Minnesota Association of Conservation District Employees (MACDE) Dues**

Adam King, District Manager, informed the supervisors of the activities the MACDE has accomplished, and 2024 dues are \$25.00 per employee for a total of \$50.00. A motion was made to authorize payment of \$50.00 to the Minnesota Association of Conservation District Employees covering two employees for 2024 dues.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **2024 Minnesota Association of Soil and Water Conservation Districts Day at the Capitol**

Adam King, District Manager, informed the supervisors that the Minnesota Association of Soil and Water Conservation Districts will hold their annual Day at the Capitol with a legislative briefing on Tuesday, March 12, 2024 and meetings with our legislators on Wednesday, March 13, 2024. There will also be a Legislative Priorities Informative Webinar on March 04, 2024. Registration for the event is \$125.00. A motion was made to approve sending Adam King, District Manager, and any other staff or supervisor that wishes to attend the 2024 Minnesota Association of Soil and Water Conservation Districts Day at the Capitol with \$125.00 for registration.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

### **FY2024 Conservation Delivery Grant Close-Out**

Adam King, District Manager, informed the supervisors that all funds from the FY24 BWSR Conservation Delivery Grant (P24-0149) have been expended and the grant needs to be closed out. King presented the Final Financial Report, with all \$19,343.00 spent, noting that no funds would be returned to the Minnesota Board of Water and Soil Resources. A motion was made to authorize Adam King, District Manager, submit the Final Financial Report and close out the FY24 BWSR Conservation Delivery Grant (P24-0149) with no funds returned to the Minnesota Board of Water and Soil Resources.

Motion: Glenn Hahn

Seconded: Bruce Freerksen

The motion carried unanimously.

### **Other New Business**

There was no Other New Business.

### **Correspondence & Staff Report**

Adam King, District Manager, discussed the Dodge County Conditional Use Permit public comment periods. The supervisors discussed the conditional use permits. Staff updates include that King is continuing to learn QuickBooks, completing year-end financials, year-end BWSR grant reporting, and preparing to sending out all tax documents. Jessica Klingfus, District Technician, is back in the office and working on projects and the newsletter.

### **Supervisor Reports**

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

Glenn Hahn, District V Supervisor, reported that there is Root River Policy Advisory Committee meeting on February 26, 2024. Hahn attended a soil health meeting in Stewartville, MN that had a climate scientist that spoke on precipitation and temperature trends. Everett Rolfing and Gary Zimmer also spoke. Hahn reported on cover crop funding opportunities through Olmsted SWCD, ADM, and watershed-based implementation funding, and more soil health meetings coming up including one in Owatonna.

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

David Livingston, District IV Supervisor, reported attending the Cedar River Watershed District Meeting on January 17, 2024 where they elected officers including Mike Mertin as Chair, and Sue Olson as Vice-Chair. They designated the same banks and newspaper, and approved their auditor for the 2023 financial audit. They will be posting for their seasonal positions, and continuing outreach / working with landowners on the prairie strip CRP program and capital improvement projects. James Fett provided an update on CREP easements, and Tim has been working on aquatic invasive species, the canoemobile, and nitrate testing. The next Cedar River Watershed District Meeting

will be a combined meeting with the Mower Soil and Water Conservation District Board of Supervisors. Livingston also reported attending the Cedar – Wapsipinicon Watershed Policy Advisory Committee Meeting where they set the meetings for the year, appointed the Dodge SWCD as the Day-to-Day contact, and elected officers. The first Watershed Based Implementation Funding (WBIF) grant has been fully spent, and the second WBIF grant expires on December 31, 2024. The Policy Advisory Committee discussed and approved updates to the cost-share program, specifically the CRP incentives policy, and the Clarks Grove Creamery well should get sealed.

**Larry Scherger, District III Supervisor**

Larry Scherger, District III Supervisor, reported attending the Southeast Area VII Soil and Water Conservation District Technical Support Joint Powers Board meeting on January 30, 2024 where they learned that Chris Nelson, Engineering Technician, is resigning and that the position has been posted. The Performance Review and Assessment Program (PRAP) was discussed, and approved moving their fiscal year from July 1 – June 30 to January 1 – December 31. Scherger also reported attending the Watershed Alliance for the Greater Zumbro (WAGZ) Policy Advisory Committee meeting where there was a presentation on the cover crop project in the City of Goodhue’s Drinking Water Supply Management Area (DWSMA), and that they are contracting with Townsquare Media to do some storytelling.

**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, March 19, 2024 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.

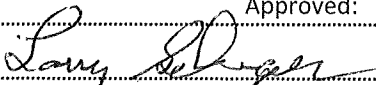
**Adjournment**

Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 10:40 PM.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

Approved:	Date:	Recorder:
	3-19-24	Adam King

