



Dodge Soil and Water Conservation District

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Dodge Center, Minnesota 55927

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Minutes of the November 21, 2023

Dodge Soil & Water Conservation District

Regular Board of Supervisors Meeting

The meeting was called to order by Larry Scherger, Board Chair, at 7:19 PM.

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

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; Nancy Peterson, Dodge County Resident.

Approval of Meeting Agenda: Additions to the November 21, 2023 board meeting agenda include District Cost-Share Contract 2023-04 (Lurken) Payment under Other New Business. A motion was made to approve the November 21, 2023 meeting agenda, as amended.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Approval of the Sept 19, 2023 Board Meeting Minutes: The supervisors discussed the October 17, 2023 board meeting minutes. There were no additions or corrections. A motion was made to approve the October 17, 2023 Dodge Soil and Water Conservation District's Regular Board of Supervisors Meeting Minutes, as presented.

Motion: David Livingston

Seconded: Rick Alberts

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), was unable to attend the meeting.

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

Samantha Rojo, Administrative Professional, presented the October 2023 Financial Report, including the Balance Sheet covering what is in our checking and savings, Revenues of \$26,011.71 Expenditures of \$40,443.72, the General Ledger and Aging Summary, with a payables total of \$4,949.39. The supervisors discussed the treasurer's report. A motion was made to approve the October 2023 Treasurer's Report and bills on the Aging Summary, for a payables total of \$4,949.39.

Motion: Rick Alberts

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 payment for Zumbro Watershed Cost-Share Contract 2022WAGZ-DC-03 for Jack Biwer is again not ready for presentation to the board; King relayed that Biwer has been unresponsive when asked to submit the requested paperwork. The approval of payment for Zumbro Watershed Cost-Share Contract 2022WAGZ-DC-03 was tabled.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Cover Crop and No-Till Drill Program

Adam King, District Manager, opened another 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

2024 Draft Final Budget

Adam King, District Manager, presented the 2024 DRAFT Final Budget to the supervisors and informed them the budget includes the Dodge County Allocation of \$150,000.00. King relayed that he will be setting up a finance committee meeting to finalize the budget and a final approval can be made at the December 19, 2023 board meeting.

2024 Technology Subscriptions

Adam King, District Manager, presented the current 2023 technology subscriptions and relayed that for 2024, staff recommends keeping WeWorked as our time keeping program, DocuSign, and Microsoft 365 account (includes Teams, One Drive, and SharePoint), Adobe Acrobat Pro, and QuickBooks/QuickBooks Payroll, all with no cost increase. The current and proposed technology subscriptions are:

WeWorked	\$229.99/year
DocuSign	\$300.00/year
Microsoft	\$6.00/employee/month (\$288.00/year)
Adobe Acrobat Pro	\$193.15/year
QuickBooks	\$589.49/year
QuickBooks Payroll	\$506.07/year

A motion was made to approve the technology subscriptions for 2024 as outlined above.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

No-Till Drill Winter Storage

Adam King, District Manager, relayed that he has been working with Randy Janes to set up winter storage for the Dodge Soil and Water Conservation District's no-till drill. King noted that storage is available at the Jane's Farm at a charge of \$200.00 for the winter. A motion was made to approve storage of the no-till drill for the winter at the Jane's Farm for a total of \$200.00 with a check cut to Janes Farm LLP.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

District Cost-Share Contract 2023-05 (Enderson) Payment

Tim Enderson of Manly, IA has requested payment from the Dodge Soil and Water Conservation District for district cost-share contract 2023-05 for the installation of a 351-Well Decommissioning in Section 19 of Wasioja Township. Enderson was authorized to encumber \$1,350.00; the total cost for practice installation was \$2,751.49, therefore he is requesting 50% of the total project cost, not to exceed \$1,350.00. A motion was made to approve payment of district cost-share contract 2023-05 for the installation of a 351-Well Decommissioning in Section 19 of Wasioja Township at 50% of the total cost of the project, not to exceed \$1,350.00 using funds from the FY20 Local Capacity Services Grant (P20-7472).

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

District Cost-Share Contract 2023-09 (Estby) Payment

Hans Estby of Hayfield, MN has requested payment from the Dodge Soil and Water Conservation District for district cost-share contract 2023-09 for the installation of a 340-Cover Crops (50 acres) in Section 24/26 of Vernon Township. Estby was authorized to encumber \$6,165.00; the total cost for practice installation was \$5,918.40 and he is requesting 100% of the total project cost, not to exceed \$6,165.00. A motion was made to approve payment of district cost-share contract 2023-09 for the installation of a 340-Cover Crops (50 acres) in Section 24/26 of Vernon Township at 100% of the total cost of the project, not to exceed \$6,165.00 using funds from the FY21 Local Capacity Services Grant (P21-2699).

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

Bruce Freerksen entered at 8:13 PM.

District Cost-Share Contract 2023-10 (Larson) Payment

Kyle Larson of Kasson, MN has requested payment from the Dodge Soil and Water Conservation District for district cost-share contract 2023-10 for the installation of a 340-Cover Crops in Section 18 of Vernon Township. Larson was authorized to encumber \$4,930.50; the total cost for practice installation was \$4,930.50 and he is requesting 100% of the total project cost, not to exceed \$4,930.50. A motion was made to approve payment of district cost-share contract 2023-10 for the installation of a 340-Cover Crops in Section 18 of Vernon Township at 100% of the total cost of the project, not to exceed \$4,930.50 using funds from the FY21 Local Capacity Services Grant (P21-2699).

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

District Cost-Share Contract 2023-12 (Hahn) Payment

Glenn Hahn of Hayfield, MN has requested payment from the Dodge Soil and Water Conservation District for district cost-share contract 2023-12 for the installation of a 340-Cover Crops in Section 28 of Vernon Township. Hahn was authorized to encumber \$6,165.00; the total cost for practice installation was \$6,165.00 and he is requesting 100% of the total project cost, not to exceed \$6,165.00. A motion was made to approve payment of district cost-share contract 2023-12 for the installation of a 340-Cover Crops in Section 28 of Vernon Township at 100% of the total cost of the project, not to exceed \$6,165.00 using funds from the FY20 Local Capacity Services Grant (P20-7472).

Motion: Rick Alberts

Seconded: Bruce Freerksen

The motion carried unanimously.

Cedar – Wapsipinicon Contract CWW-CRP-DC-01 (Yentsch) Payment

Stuart Yentsch of Blooming Prairie, MN has requested payment from the Dodge Soil and Water Conservation District for Cedar-Wapsipinicon cost-share contract CWW-CRP-DC-01 for the installation of a CP23a Wetland Restoration in Section 2 of Westfield Township. Yentsch was authorized to encumber \$2,244.00; the total cost for practice installation was \$2,244.00 and he is requesting 100% of the total project cost, not to exceed \$2,244.00. A motion was made to approve payment of Cedar-Wapsipinicon cost-share contract CWW-CRP-DC-01 for the installation of a CP23a Wetland Restoration in Section 2 of Westfield Township at 100% of the total cost of the project, not to exceed \$2,244.00 using the Cedar Wapsipinicon Watershed Based Implementation Funding Fund.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

District Cost-Share Contract 2023-15 (Sybesma) Encumbrance

Troy Sybesma of Claremont, 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 9 of Ripley 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 Troy Sybesma to install a 340-Cover Crop in Section 9 of Ripley Township at 100% of the total cost of the project, not to exceed \$4,930.50.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

Joint Powers Agreement between the Minnesota Department of Agriculture and the Dodge Soil and Water Conservation District for Woodchip Bioreactor Monitoring Amendment

Adam King, District Manager, presented an amendment to the Joint Powers Agreement between the Minnesota Department of Agriculture and the Dodge Soil and Water Conservation District for Woodchip Bioreactor Monitoring to extend the expiration date for 1 year. A motion was made to sign the Amendment to the Joint Powers Agreement between the Minnesota Department of Agriculture and the Dodge Soil and Water Conservation District for Woodchip Bioreactor Monitoring.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

New Dodge Soil and Water Conservation District Website

Adam King, District Manager, informed the supervisors that staff is still looking into a new Dodge SWCD website and have spoken with Streamline, and Townsquare Media. The supervisors discussed a new website.

Other New Business

District Cost-Share Contract 2023-04 Lurken – Payment

Gary Lurken of Claremont, MN has requested payment from the Dodge Soil and Water Conservation District for district cost-share contract 2023-04 for the installation of a 351-Well Decommissioning in Section 22 of Claremont Township. Lurken was authorized to encumber \$1,247.50; the total cost for practice installation was \$2,135.00, therefore he is requesting 50% of the total project cost, not to exceed \$1,067.50. A motion was made to approve payment of district cost-share contract 2023-04 for the installation of a 351-Well Decommissioning in Section 22 of Claremont Township at 50% of the total cost of the project, not to exceed \$1,067.50 using funds from the FY20 Local Capacity Services Grant (P20-7472).

Motion: Rick Alberts

Seconded: Bruce Freerksen

The motion carried unanimously.

Correspondence & Staff Report

Adam King, District Manager, provided the supervisors with the Houston Engineering Technical Service Area (TSA) Performance Review and Assessment Program (PRAP) Report, the MN Department of Agriculture’s 2023 Greenbook, the supervisors’ respective 2022 Final Audit copies, and a United States Environmental Protection Agency Letter to the Minnesota Departments of Health, Agriculture and Pollution Control Agency for their review.

Supervisor Reports

Glenn Hahn, District V Supervisor

Glenn Hahn, District V Supervisor, was not present to provide a report.

David Livingston, District IV Supervisor

David Livingston, District IV Supervisor, shared he attended a November 1, 2023 Cedar-Wapsi Policy Committee meeting where they discussed ways to spend their funds, options with increased local ads and different forms of ads, and added that they will be increasing their well-sealing maximum funding amount to \$1,500.00. Livingston also reported attending the Cedar River Watershed District meeting the week of November 13th where they had little income and expenses, the stream restoration project was again discussed, and they approved various cover crop payments.

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, reported attending the recent Watershed Alliance for the Greater Zumbro meeting where it was noted that the Dodge SWCD had a significant number of projects that spoke for funds spent in the last year.

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, December 19, 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.

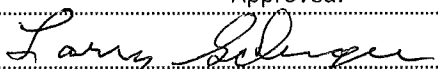
Adjournment

Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 9:53 PM.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Approved:	Date:	Recorder:
	12-19-23	Samantha Rojo

