



# 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 October 18, 2022 Dodge Soil & Water Conservation District Regular Board of Supervisors Meeting

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

**Members Present:** Larry Scherger, Chair  
Rick Alberts, Vice-Chair  
Glenn Hahn, Treasurer  
David Livingston, Secretary

**Members Absent:** Bruce Freerksen, PR&I

**Others Present:** Adam King, District Manager, Dodge Soil and Water Conservation District; Samantha Rojo, Administrative Professional, Dodge Soil & Water Conservation District, Nancy Peterson, Dodge County Resident

**Approval of Meeting Agenda:** There were no additions to the October 18, 2022 meeting agenda. A motion was made to approve the October 18, 2022 meeting agenda, as amended.  
Motion: David Livingston  
Seconded: Glenn Hahn  
The motion carried unanimously.

**Approval of the September 20, 2022 Board Meeting Minutes:** The supervisors discussed the September 20, 2022 board meeting minutes and found one correction to be made where a word was misspelled. Samantha Rojo, Administrative Professional, corrected the meeting minutes and reprinted them. A motion was made to approve the September 20, 2022 Dodge Soil and Water Conservation District's Board of Supervisors Meeting Minutes, as corrected.  
Motion: David Livingston  
Seconded: Glenn Hahn  
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**

Gary Kurer, 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**

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

Glenn Hahn, Treasurer, presented the September 2022 Financial Report, including the Balance Sheet, Revenues of \$84,609.49, Expenditures of \$77,266.36, the General Ledger and Aging Summary, with payables total of \$35,952.08. This total includes the payment to Mark Moening in the amount of \$2,803.48. The supervisors discussed the treasurer's report. A motion was made to approve the September 2022 Treasurer's Report, and payment of the bills on the Aging Summary, for payables total of \$35,952.08.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

Adam King, District Manager, reviewed the current policy for the no-till drill rental with the supervisors. King noted that an Olmsted County landowner had inquired with the district about using the no-till-drill to put in 75 acres of seed, but was hoping the district would be willing to discount the full \$15/additional acre rate down to \$10/additional acre. The supervisors discussed the discount options for larger projects with the no-till-drill rental and felt a discounted rate of \$12/acre could be made for instances where the total additional acres are 50 or more. A motion was made to approve a change in policy for the no-till drill as follows: the cost of the no-till-drill rental shall be \$12/acre for instances where there are 50 or more additional acres to plant.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

## **Unfinished Business**

### **Dodge Soil and Water Conservation District Policy Handbook**

Adam King, District Manager, relayed that currently he is still working on the Dodge Soil and Water Conservation District policy handbook for current Dodge SWCD policies, operations, and Supervisors. King explains that this new Dodge SWCD Policy Handbook will incorporate those policies, the employee handbook, and a supervisor handbook. King would like the supervisors to be aware this is something he is continuing to work on, and asks the supervisors to provide feedback on the progress thus far.

## **New Business**

### **FY2023 Soil Health Cost-Share Grant Agreement**

Adam King, District Manager, presented the FY2023 Soil Health Cost-Share Grant Agreement for a total amount of \$14,175.00. King added that the FY2023 Soil Health Cost-Share Grant requires an approved workplan and staff is recommending to use 100 % of the funds for staff time on technical assistance. A motion was made to approve, sign, and submit the FY2023 Soil Health Cost-Share Grant Agreement to the MN Board of Water and Soil Resources.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

### **FY2023 SWCD Local Capacity Services and Buffer Law Implementation Grant Workplan**

Adam King, District Manager, reviewed the workplan for the FY22 BWSR SWCD Local Capacity Services and BWSR Buffer Law Implementation grants, and introduced a draft workplan for the FY23 funds as follows.

FY23 BWSR SWCD Local Capacity Services Grant workplan:

- ▶ \$70,000.00 for an Administrative Professional Position
- ▶ \$35,000.00 for Technical Assistance
- ▶ \$5,000.00 for District Cost-Share
- ▶ \$4,000.00 for One Watershed One Plan – All Watersheds Staff Time
- ▶ \$2,000.00 for Education / Outreach Staff Time
- ▶ \$2,000.00 for Office Supplies / IT expenditures
- ▶ \$2,899.00 for Educational / Outreach Events

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

FY23 BWSR Buffer Law Implementation Grant workplan:

- ▶ \$500.00 for Staff time for Buffer Law Implementation.
- ▶ \$21,000.00 for Cover Crop Program

A motion was made to approve the FY23 BWSR SWCD Local Capacity Services Grant and FY23 Buffer Law Implementation Grant workplans, as presented.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **FY2023 District Cost-Share Policy**

Adam King, District Manager, reviewed the FY22 District Cost-Share Program with the supervisors. The supervisors discussed potential changes to the FY23 District Cost-Share Program. A motion was made to approve the FY23 District Cost-Share Program (ATTACHED).

Motion: Rick Alberts

Seconded: Glenn Hahn

The motion carried unanimously.

### **Management Representation Letter to Peterson Company for the Audit of 2021 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: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

### **Audit of 2021 Financials**

Adam King, District Manager, informed the supervisors that Peterson Company has completed the audit of the 2021 financials and has provided a draft for approval. The supervisors discussed the 2021 financial audit. A motion was made to approve the 2021 financial audit, and authorize Peterson Company to submit the audit to the State of Minnesota on our behalf.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

### **Minnesota Association of Soil & Water Conservation Districts 2022 Resolutions**

The Dodge Soil and Water Conservation District Board of Supervisors discussed and voted individually on each of the 14 MASWCD 2022 Resolutions.

### **2023 National Association of Conservation Districts Dues**

Adam King, District Manager, presented the 2023 NACD dues invoice, informing the supervisors that \$250.00 was paid for 2022 dues. A motion was made to approve payment of \$250.00 for 2023 NACD dues.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

### **Zumbro Cost-Share Contract 2022WAGZ-DC-03 (Biber) Amendment**

Jack Biber of Dodge Center, MN is requesting an amendment to the District Cost-Share Contract 2022WAGZ-DC-03; he would like to extend the original due date of the contract from 11/1/2022, for a three-year time period on the project, resulting in an approved payment each year, with a new expiration date of 11/1/2024. A motion was made to approve and authorize Adam King to sign the amendment of District Cost-Share Contract WAGZ2022-DC-03 for Jack Biber on behalf of the Dodge Soil and Water Conservation District, extending the original due date of the contract from 11/1/2022 to 11/1/2024.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

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

Jack Biber of Dodge Center, MN is requesting a cost-share payment from the Dodge Soil and Water Conservation District for the installation of a 340-Cover Crop in Section 11 of Wasioja Township. Biber was authorized to encumber \$13,500.00; he is requesting 1/3 of that amount, not to exceed \$4,500.00. A motion was made to approve Adam King to sign for payment of District Cost-Share Contract 2022WAGZ-DC-03 for Jack Biber for the installation of a 340-Cover Crop, approved payment not to exceed \$4,500.00 using watershed-based implementation funding from the WAGZ (Watershed Alliance for the Greater Zumbro).

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

### **Other New Business**

#### **Correspondence & Staff Report**

Adam King, District Manager, presented a Notice of Environmental Assessment Availability, Public Hearings, and Comment Period from the MN Public Utilities Commission and also informed the supervisors that the price of WeWorked will be going up for the new year. King also reported that Jessica Bakken, District Technician, has been working on field projects, he has been working on the new policy handbook, and Samantha Rojo, Administrative Professional, has been working on quarterly payroll and invoicing, and additional office administration.

#### **Supervisor Reports**

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

Glenn Hahn, District V Supervisor, reported that he spoke to Jackson with Dodge County about feedlots and the status of them; he learned that approximately 412 of the 450 in Dodge County are registered.

Hahn also reported attending the Root River Policy Committee Meeting in September where they reviewed the budget and discussed the approved extension of the One Watershed One Plan funding so they can spend the remaining \$285,000.00. Hahn added that during the meeting they also set their four quarterly meetings dates for next year and they are looking at RFP requests for a 5-year assessment on the grant.

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

David Livingston, District IV Supervisor, reported attending the September 21<sup>st</sup> Cedar River Watershed District Meeting, where they conducted a strategic plan discussion. Livingston noted that some of the cover crop projects will not get completed this year, and that the contracts seem to be what the farmers are shying from.

Livingston also reported attending the Area 7 MASWCD Meeting in Hokah in September, and was impressed with the interesting nature of the meeting, being able to travel via barge on the Mississippi and view some of the manmade islands of the Mississippi.

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

Larry Scherger, District III Supervisor, remarked how enjoyable the Hokah Area 7 MASWCD Meeting was as well. Scherger reported attending the October 13<sup>th</sup> Watershed Alliance for the Greater Zumbro (WAGZ) meeting in Oronoco where Beau Kennedy (Goodhue SWCD) provided a presentation for a manure storage pond project.

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

Bruce Freerksen, District II Supervisor, was not present to 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 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 SE, Dodge Center, MN.

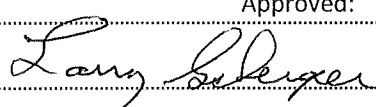
**Adjournment**

Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 09:30 P.M.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

Approved:	Date:	Recorder:
	11-15-22	Samantha Rojo

