



# Dodge Soil and Water Conservation District

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## Minutes of the September 20, 2022

### Dodge Soil & Water Conservation District

### Regular Board of Supervisors Meeting

*The meeting was called to order by Board Chair, Larry Scherger at 7:14 PM.*

**Members Present:** Larry Scherger, Chair  
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; Samantha Rojo, Administrative Professional, Dodge Soil & Water Conservation District, David Copeland, Board Conservationist, MN Board of Water and Soil Resources; Nancy Peterson, Dodge County Resident

**Approval of Meeting Agenda:** There were no additions to the September 20, 2022 meeting agenda. A motion was made to approve the September 20, 2022 meeting agenda, as amended.  
Motion: David Livingston  
Seconded: Glenn Hahn  
The motion carried unanimously.

#### Approval of the August 16, 2022

**Board Meeting Minutes:** The supervisors discussed the August 16, 2022 board meeting minutes and found no corrections to be made. A motion was made to approve the August 16, 2022 Dodge Soil and Water Conservation District's Board of Supervisors Meeting Minutes, as presented.  
Motion: Glenn Hahn  
Seconded: Bruce Freerksen  
The motion carried unanimously.

#### Partner Agency Reports

##### Minnesota Board of Water and Soil Resources (BWSR) Report

David Copeland, Board Conservationist, BWSR, reported that the 2023 Local Capacity Grant Agreements went out about a week ago now, and reiterated how Buffer Law and Local Capacity Grants require approved workplans before execution of the grant. Copeland added that there will be a new \$14,000 Soil Health Grant awarded to each Soil and Water Conservation District in MN as a result of the appropriation from the General Fund, which is a new appropriation he hopes will continue forward into the future. The funds are to be used on financial assistance for landowners, technical assistance for staff time, or a combination of both. Copeland explained that he is looking forward to BWSR Academy, which is just around the corner in late October.

### **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, but provided a written update. Kurer notes NRCS personnel changes, Team 19 FY2022 EQIP accomplishments, FY2022 CSP updates (Conservation Stewardship Program), and notes the CRP deadline for September 30<sup>th</sup> 2022.

### **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 August 2022 Financial Report, including the Balance Sheet, Revenues of \$33,827.70, Expenditures of \$55,985.20, the General Ledger and Aging Summary, with payables total of \$448.18. The supervisors discussed the Treasurer's Report. A motion was made to approve the August 2022 Treasurer's Report, and payment of the bills on the Aging Summary, for payables total of \$448.18.

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

### **Unfinished Business**

#### **New Business**

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

Adam King, District Manager, presented the FY2023 SWCD Local Capacity Services and Buffer Law Implementation Grant Agreement for a total of \$142,399.00, including \$120,899.00 for the FY23 SWCD Local Capacity Services Grant, and \$21,500.00 for the FY23 Buffer Law Implementation Grant. A motion was made to approve, sign, and submit the FY2023 SWCD Local Capacity Services and Buffer Law Implementation Grant Agreement to the MN Board of Water and Soil Resources.

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

#### **Grant Agreement Amendment to Extend the FY20 SWCD Local Capacity Services and FY20 Buffer Law Implementation Grant**

Adam King, District Manager, informed the supervisors that the Board of Water and Soil Resources FY2020 SWCD Local Capacity Services (P20-7472) and FY2020 Buffer Law Implementation (P20-7562) Grant Agreements originally expire on December 31, 2022. King is requesting an amendment to extend the expiration date of the grant agreements for 1 year, from December 31, 2022, to December 31, 2023. A motion was made to approve, sign, and submit the Board of Water and Soil Resources FY2020 SWCD Local Capacity Services (P20-7472) and FY2020 Buffer Law Implementation (P20-7562) Grant Agreement Amendments to extend the grants by one year, from December 31, 2022 to December 31, 2023.

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

#### **Zumbro Cost-Share Contract 2022WAGZ-DC-04 (Dohrmann) Payment**

Dale Dohrmann of West Concord, 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 24 of Ellington Township. Dohrmann was authorized to

encumber \$756.00; the total cost for practice installation was \$3,635.00 and federal funds are covering \$3,042.00, therefore Dohrmann is requesting 6% of the total project installation cost, not to exceed \$229.50. A motion was made to approve payment of District Cost-Share Contract 2022-WAGZ-DC-04 for Dale Dohrmann for the installation of a 412-Grassed Waterway at 6% of the total cost of the entire project, not to exceed \$229.50 using watershed-based implementation funding from the WAGZ (Watershed Alliance for the Greater Zumbro).

Motion: Bruce Freerksen

Seconded: Glenn Hahn

The motion carried unanimously.

#### **Zumbro Cost-Share Contract 2022WAGZ-DC-01 (Smith) Payment**

Bill Smith of West Concord, 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 10 of Ellington Township. Smith was authorized to encumber \$24,932.75; the total cost for practice installation was \$23,027.98, therefore Smith is requesting 90% of the total project installation cost, not to exceed \$20,725.18. A motion was made to approve payment of District Cost-Share Contract 2022-WAGZ-DC-01 for Bill Smith for the installation of a 412-Grassed Waterway at 90% of the total cost of the entire project, not to exceed \$20,725.18 using watershed-based implementation funding from the WAGZ (Watershed Alliance for the Greater Zumbro).

Motion: Glenn Hahn

Seconded: Rick Alberts

The motion carried unanimously.

#### **District Cost-Share Contract 2022-03 (Stoflet) Payment**

Stoflet Family Farms of Byron, 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 21 of Canisteo Township. Stoflet Family Farms was authorized to encumber \$4,861.25 and the total cost for practice installation was \$21,417.50. Federal funds cover \$13,554.00, so Stoflet Family Farms is requesting 12% of the total project installation cost, not to exceed \$2,509.13, to be able to cover 75% of the total installation amount. A motion was made to approve the payment of district cost-share contract 2022-03 for Stoflet Family Farms for the installation of a 412-Grassed Waterway at 12% of the total cost of the entire project, not to exceed \$2,509.13 using funding from the BWSR FY20 Local Capacity Services grant.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

#### **District Cost-Share Contract 2022-04 (Hoaglund) Cancellation**

Lyle Hoaglund of Mantorville, MN previously requested cost-share assistance from the Dodge Soil and Water Conservation District for the practice of a 351-Well Decommissioning to be installed in Section 16 of Mantorville. Hoaglund has since learned the well will be able to function, and therefore he no longer wishes to decommission the well. Adam King, District Manager, presented a letter from Lyle to the Board of Supervisors requesting his cancellation. A motion was made that the Dodge Soil and Water Conservation District approves the cancellation of district cost-share contract 2022-04 for Lyle Hoaglund to install a 351-Well Decommissioning, as he will no longer be moving forward with this project.

Motion: Rick Alberts

Seconded: Glenn Hahn

The motion carried unanimously.

#### **District Cost-Share Contract 2022-05 (Wobbrock) Encumbrance**

Trust B of Lloyd Wobbrock Trust of Claremont, MN has requested cost-share assistance from the Dodge Soil and Water Conservation District for the installation of a 351-Well Decommissioning to be installed in Section 29 of Claremont Township. The estimated cost for the practice is \$1,845.00 and Lloyd Wobbrock is requesting to encumber 50% of the total cost, not to exceed \$922.50. A motion was made to approve the encumbrance of funds for district cost-share contract 2022-05 for Trust B of Lloyd Wobbrock Trust for the installation of a 351-Well Decommissioning at 50% of the total project cost, not to exceed \$922.50.

Motion: Rick Alberts

Seconded: Glenn Hahn

The motion carried unanimously.

### **Training Request – BWSR Academy**

Staff of the Dodge SWCD are requesting to attend the BWSR Academy training from October 25 – 27, 2022 at Cragun’s Conference Center in Brainerd, MN. Adam King, District Manager, explained that the cost to register is \$55.00/day and lodging will be needed at Cragun’s for \$70.00 plus tax per night, bringing the total to \$75.16 per night for lodging. There is also an option for breakfast each morning for a cost of \$12.04 per breakfast. A motion was made to approve district staff wanting to attend BWSR Academy 2022 at Cragun’s Conference Center in Brainerd, MN, including registration, lodging, and breakfast.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

### **FY2019 SWCD Local Capacity Services Grant (P19-2352) Noncompliance**

Adam King, District Manager, provided details surrounding the Wednesday, August 24, 2022 noncompliance letter from Ed Lenz, Southern Region Manager, Minnesota Board of Water and Soil Resources. Lenz informed Larry Scherger, Board Chair, that BWSR finds that the Dodge SWCD did not comply with BWSR grant requirements on the FY2019 SWCD Local Capacity Services (P19-2352) Grant. King explained the different reasons the cost-share contracts were either carrying modified information, or had lacked language that BWSR requires to be in their cost-share contracts. BWSR is requiring a written Correcting Action Plan describing how the Dodge SWCD will prevent reoccurrence of the alleged violations, and review existing open contracts for errors. King added that the Dodge SWCD may appeal the finding of noncompliance, and an appeal must be in writing, include all supporting evidence, and be sent to the BWSR Regional Manager within 30 days of receiving noncompliance communication from BWSR. The Regional Manager and Assistant Director of Regional Operations would review the appeal and supporting evidence, and render a decision. The Assistant Director of Regional Operations may stay any penalties until the appeal is resolved. If no resolution can be achieved between the grant recipient and the Assistant Director of Regional Operations, the grant recipient may request in writing to the Executive Director and chair of the Board for the appeal to be heard by the appropriate Board Committee. The Committee will make a recommendation to the Board to dismiss, amend, or uphold the appeal. The supervisors agreed that correcting our errors going forward and submitting a short corrective action plan would be the best route to take.

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

Adam King, District Manager, presented a draft Dodge Soil and Water Conservation District Introduction and Draft Supervisors handbook for review. King explained that currently the Dodge Soil and Water Conservation District has an employee handbook, but no policy handbook for current Dodge SWCD policies, operations, or Supervisors. King added some district policies have been recorded on their own, or in a separate document listing prior board decisions, and in meeting minutes. 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 currently working on, and asks the supervisors to begin reviewing the Policy Handbook and stay tuned for further updates.

### **Other New Business**

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

Adam King, District Manager, reported that Jessica Bakken, District Technician, has been working on field projects, and he has dealt with a second round of Covid-19 in his household. King also praised the hard work put in by staff at the district for the 75<sup>th</sup> Anniversary tour and event.

#### **Supervisor Reports**

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

Glenn Hahn, District V Supervisor, reported that there is a Root River Policy Committee meeting coming up on Monday, September 26, 2022.

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

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

**David Livingston, District IV Supervisor**

David Livingston, District IV Supervisor, reported attending the most recent Cedar River Watershed District Meeting, where MPCA Stormwater (MN Pollution Control Agency) staff was in attendance. Livingston noted that there is a new Austin parks department employee that seems to be excited to try new things there. Livingston added that nobody was in attendance at the Levy hearing on August 24th, so they closed the hearing and were able to approve a budget.

**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, October 18, 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: Bruce Freerksen

The motion carried unanimously.

Approved:	Date:	Recorder:
<i>Larry Scherger</i>	<i>10-18-22</i>	Samantha Rojo