



Dodge Soil and Water Conservation District

916 2nd Street SE

Dodge Center, Minnesota 55927

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Minutes of the November 15, 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
David Livingston, Secretary
Bruce Freerksen, PR&I

Members Absent:

Glenn Hahn, Treasurer

Others Present:

Adam King, District Manager, Dodge Soil and Water Conservation District; Samantha Rojo, Administrative Professional, Dodge Soil & Water Conservation District

Approval of Meeting Agenda:

Additions to the November 15, 2022 board meeting agenda include FY23 Conservation Delivery Grant Closeout under Other New Business. A motion was made to approve the November 15, 2022 meeting agenda, as amended.

Motion: David Livingston

Seconded: Larry Scherger

The motion carried unanimously.

Approval of the October 18, 2022 Board Meeting Minutes:

The supervisors discussed the October 18, 2022 board meeting minutes and found Bruce Freerksen's name listed under a motion which was incorrect, as Bruce was not in attendance. Samantha Rojo, Administrative Professional, corrected the meeting minutes and reprinted them. A motion was made to approve the October 18, 2022 Dodge Soil and Water Conservation District's Board of Supervisors Meeting Minutes, as corrected.

Motion: David Livingston

Seconded: Rick Alberts

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. Adam King, District Manager, noted that the NRCS would be having a Soil Conservationist joining the Dodge Center office and beginning on December 5, 2022.

Bruce Freerksen entered at 7:20 PM.

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

Adam King, District Manager, presented the October 2022 Financial Report, including the Balance Sheet, Revenues of \$9,899.45, Expenditures of \$24,696.13, the General Ledger and Aging Summary, with payables total of \$744.08. The supervisors discussed the treasurer's report. A motion was made to approve the October 2022 Treasurer's Report, and payment of the bills on the Aging Summary, for payables total of \$744.08.

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 and the supervisors discussed the cover crop program as a whole and whether or not to charge a fee to the landowners participating in planting cover crops. The topic of disposing of or selling district property over a certain value was also discussed, King is to make updates to the Operations section of the handbook (page 22) and hopes to have a full draft for the supervisors to review at the December 20th meeting.

New Business

2023 Draft Final Budget

Adam King, District Manager, presented the FY2023 Draft Final Budget, noting that the changes made from the prior versions can be found in the far-right column for each account. A finance committee meeting was set for December 6th to further discuss and finalize the final budget.

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

Adam King, District Manager, presented the Joint Powers Agreement between the Minnesota Department of Agriculture and the Dodge Soil and Water Conservation District for Woodchip Bioreactor Amendment. King explained that we will need to extend the agreement for one year and add an additional funding of \$1,625.00 to the budget to cover next year's anticipated cost. A motion was made to approve the amendment, and for Adam King to sign the Joint Powers Agreement between the MN Department of Agriculture and the Dodge SWCD for Woodchip Bioreactor Amendment via DocuSign.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Minnesota Association of Soil and Water Conservation Districts 2022 Annual Convention

Adam King, District Manager, reminded the supervisors that the MASWCD 2022 Annual Convention is going to be held on December 12-14 at the Doubletree in Bloomington, MN with registration costing \$300.00/person. King relayed that he would like to attend, however, other staff in the office likely will not be able to attend this year. A motion was made to approve Adam King to register for the 2022 MASWCD Annual Convention and payment for registration of \$300, plus related expenses.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

Technology Subscriptions

Adam King, District Manager, explained that staff are still using many of the technology subscriptions purchased in the last year. King presented the proposed technology subscriptions from staff who recommend keeping WeWorked as our time keeping program for an additional \$60/year, keeping DocuSign at no cost increase, the Microsoft account to include Teams, One Drive, and Sharepoint for an additional \$1.00/employee/month (\$36.00/year), and Adobe Acrobat Pro for an additional \$60/year. King also added that an annual fee of \$589.49 for QuickBooks Pro is recurring in October as well. The costs of each program are outlined below:

WeWorked:	\$229.99/year
DocuSign:	\$300.00/year
Microsoft 365:	\$6.00/employee/month (\$216.00/year)
Adobe Acrobat Pro:	\$239.88/year
QuickBooks Pro:	\$589.49/year

A motion was made to approve the Technology Subscriptions as outlined above for the coming year.

Motion: David Livingston

Seconded: Larry Scherger

The motion carried unanimously.

Conservation Corps of Minnesota and Iowa (CCMI) Individual Placement

Adam King, District Manager, informed the supervisors that the Conservation Corps Minnesota & Iowa (CCMI) is accepting applications for hosting individual placements and he is interested in applying. Discussion regarding what type of work the individual placement would do for the district was had; Adam King feels that outreach for special projects and/or general outreach would be a good avenue for a placement. King would like to apply for a placement for approximately 3 months in the summer. A motion was made to approve Adam King to apply to the CCMI for an individual placement.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

District Cost-Share Contract 2022-05 (Trust B of Lloyd Wobbrock Trust) Amendment

Trust B of Lloyd Wobbrock Trust of Claremont, MN is requesting an amendment to the District Cost-Share Contract 2022-05; the estimated cost of the practice was \$1,845.00, but the actual cost of the well decommissioning came to \$2,510.00, with half being \$1,255.00. A motion was made to approve the additional encumbering of \$332.50 to bring the cost-share amount up to \$1,255.00, fifty percent (50%) of the actual eligible costs.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

District Cost-Share Contract 2022-05 (Trust B of Lloyd Wobbrock Trust) Payment

Trust B of Lloyd Wobbrock Trust of Claremont, MN has requested cost-share payment from the Dodge SWCD for the installation of a 351-well decommissioning in Section 29 of Claremont Township. The total cost of the practice installation was \$2,510.00 and Trust B of Lloyd Wobbrock is requesting fifty percent (50%) of that amount, not to exceed \$1,255.00. A motion was made to approve the payment of 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 cost of the entire project, not to exceed \$1,255.00, using state cost-share funds from the FY20 Local Capacity Services Grant.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

District Cost-Share Contract 2020-11 (Shubert) Payment

Gilman Shubert of Kasson, 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 15 of Canisteo Township. The total cost for practice installation was \$6,737.80 and Shubert is requesting 65% of that amount, not to exceed \$4,379.57. A motion was made to approve the payment of district cost-share contract 2020-11 for Gilman Shubert for the installation of a 412-Grassed Waterway at 65% of the total cost of the entire project, not to exceed \$4,379.57, using state cost-share funds from the FY20 Local Capacity Services Grant.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

Other New Business

FY23 Conservation Delivery Grant Closeout

Adam King, District Manager, explained the grant funds for the BWSR FY2023 Conservation Delivery Grant (P23-5589) have been exhausted and the grant will need to be closed out. The total funding from the grant was \$19,343.00, and all funds were spent on administration of the Dodge SWCD. King added that no funds will be required to be returned to the Board of Water and Soil Resources. A motion was made to authorize Adam King to sign the final Financial Report and submit the grant close-out to the Board of Water and Soil Resources.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Correspondence & Staff Report

Adam King, District Manager, informed the supervisors about the respective hard copies of the 2021 audit in their folders. King also shared the MN Department of Agriculture's 2021 Greenbook with the supervisors, which highlights all the Department of Agriculture's grants and projects that came from funding that year. King explained that Jessica Bakken, District Technician, and Samantha Rojo, Administrative Professional, attended the 2022 BWSR Academy training, and Jessica is working on finishing up projects and getting final surveys done on the ground.

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, reported attending the most recent Cedar River Watershed District (CRWD) Meeting, where they had little for payables as activity has been static the past couple of months. Livingston noted that the MPCA (MN Pollution Control Agency) has taken over the 2 new I-90 permits so the CRWD will no longer have a say in those projects which are assumingly going to be culverts. Livingston added that the Nature Center in Austin has great information on the Mussels and shed light on how they are working to make a comeback of them.

Livingston also reported attending the November 2nd Cedar River 1W1P Policy Committee meeting where they went over budget items and discussed the Stressor ID (SID) update for the Dobbins Creek project.

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, December 20, 2022 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 09:37 P.M.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Approved:	Date:	Recorder:
<i>Larry Scherger</i>	12-20-22	Samantha Rojo

