



Dodge Soil and Water Conservation District

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Dodge Center, Minnesota 55927

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Minutes of the April 15, 2025

Dodge Soil & Water Conservation District

Regular Board of Supervisors Meeting

The meeting was called to order by Larry Scherger, Board Chair, at 6:35 P.M.

Members Present: Larry Scherger, Chair
Rick Alberts, Vice-Chair
Glenn Hahn, Treasurer
David Livingston, Secretary
Bruce Freerksen, PR&I (arrived at 8:18 PM)

Members Absent: None

Others Present: Jessica Klingfus, District Manager, Dodge Soil and Water Conservation District; Allison English, Administrative Professional; Nathan Bird, District Conservationist, United States Department of Agriculture – Natural Resources Conservation Service.

Approval of Meeting Agenda: Additions to the April 15, 2025 board meeting agenda includes a Personnel Update under 'Unfinished Business', Fraudulent Charges under 'New Business', and Cascade Creek 319 Funding under 'Other New Business.' A motion was made to approve the April 15, 2025 meeting agenda, as revised.

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

Approval of March 18, 2025

Board Meeting Minutes: There were a few corrections to the March 18, 2025 board meeting minutes. The first few corrections are on page 2 under 'Natural Resources Conservation Service Report' changing the word Equip to EQIP, changing Arch to ARC, and comradery system to Commodity Assistance Program. The last few corrections are on page 3 under 'Rick Alberts, District I Supervisor Report' in the last sentence removing the 's' in the word tiles and removing the word 'range.' A motion was made to approve the March 18, 2025 board meeting minutes, as corrected.

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 – Natural Resources Conservation Service, reported a Farm Bill Biologist with Pheasants Forever job opening. This position will be supporting four counties- Steele, Freeborn, Mower, and Dodge, and can be based out of either location. The current workload for this position has been divided and picked up by current staff members to fill the gaps for now. A few Dodge County projects have been implemented. Bird shared they are anticipating more funds to come but the funds will still be tight. Currently there are \$782,000 Dodge County Environmental Quality Incentives Program (EQIP) projects that are on hold.

Projects Implemented:

- Shelter Renovation = \$7,000
- Animal Morality Compost Shed = \$50,000
- AG Waste Facility = \$300,000

Minnesota Board of Water and Soil Resources Report

Ann Gunness, 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

Glenn Hahn, Treasurer, presented the March 2025 Financial Report, including the Balance Sheet covering what is in checking and savings, revenues of \$10,151.79, expenditures of \$71,995.78, the general ledger and aging summary, with a payables total of \$6,286.14. A motion was made to approve the March 2025 Treasurer's Report, and pay bills on the aging summary, for a payables total of \$6,286.14.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Supervisor Reports

David Livingston, District IV Supervisor

David Livingston, District IV Supervisor, reported the Cedar River Watershed District Board meeting has been cancelled for March 19, 2025 due to weather again this week.

Glenn Hahn, District V Supervisor

Glenn Hahn, District V Supervisor, reported attending a Farm Show in Owatonna, MN. Hahn shared he was very impressed with the speakers and the topics covered at the event.

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.

Unfinished Business

Personnel Committee Recommendations

Jessica Klingfus, District Manager, reported the Conservation Technician position was posted on April 1, 2025. There has been a total of 23 applicants. Klingfus shared we are only going to consider an applicant if we receive both the resume and the completed Dodge Soil and Water Conservation District Employment application. Klingfus advised out of the 23 applicants, we have received a total of 7 completed applications for the position. A personnel committee meeting has been set for Thursday April 17, 2025 to discuss the applicants and set up interviews.

New Business

Clothing Policy

The Dodge Soil and Water Conservation District employees wanted clarification of the new clothing policy. Last meeting it was approved for existing employees to be able to order \$150.00 of clothing each calendar year after the first year of employment. District Employees were questioning if the \$150.00 could be applied to work-related footwear (boots or weather-resistant). A motion was made to approve district employees to use the annual clothing allowance towards a footwear purchase. District employees are to purchase the footwear themselves and submit the receipt for reimbursement to be approved at the following board meeting.

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

Business Sign Quote

The Dodge Soil and Water Conservation staff are currently using an old, heavy presentation board for education outreach events. The district staff are requesting to purchase a new Business Sign with the Dodge Soil and Water Conservation District (SWCD) logo to use for these events. Jessica Klingfus, District Manager, reached out to National Fleet Graphic to receive a quote. A 3x5 full color banner with hems and grommets will cost \$152.00. A motion was made to approve the purchase of a new banner for \$152.00 to use for education outreach events.

Motion: Glenn Hahn

Seconded: Rick Alberts

The motion carried unanimously.

USDA- NRCS Local Work Group

Jessica Klingfus, District Manager, advised the supervisors of the upcoming USDA-NRCS Work Group. This work group will be used to set priorities and rankings for USDA federal programs including Environmental Quality Incentives Program (EQIP) and the Conservation Stewardship Program (CSP). The local work group has been set for Wednesday, May 14, 2025 at the Blooming Prairie City Hall/ Fire Station starting at 10 AM.

Plaque Quote

Allison English, Administrative Professional, presented the supervisors with plaque size options. After discussion the supervisors decided a plaque and a gift card for Adam King, Former District Manager, should be purchased to celebrate his time with the district. A motion was made to order a 6x8" plaque and a \$100.00 gift card.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Policy Handbook Update

Jessica Klingfus, District Manager, presented a staff recommendation for an update to the policy relating to mileage paid for use of personal vehicles located under MILEAGE AND REIMBURSEMENTS on page 45 of the District Handbook.

The Current Policy:

Mileage shall be paid to Dodge Soil and Water Conservation District employees at the standard IRS rate as approved by the Board of Supervisors when choosing to travel in their own personal vehicle to any Dodge Soil and Water Conservation District meetings, training sessions, or any other Dodge Soil and Water Conservation District business, provided that a Dodge Soil and water Conservation District vehicle is not available.

The Proposed Policy:

Mileage shall be paid to the Dodge Soil and Water Conservation District employees at the standard IRS rate when using a personal vehicle to travel to meetings, training sessions, or any Dodge Soil and Water Conservation business if no District-Provided Vehicles are available for use. If District- Provided Vehicles are available for use and the employee chooses to use a personal vehicle to travel to meetings, training sessions, or any Dodge Soil and Water Conservation business, mileage shall be paid at the standard reduced IRS rate. All reimbursements are subject to board approval.

A motion was made to approve the staff recommended policy change to the policy relating to mileage paid for use of the personal vehicles located under the MILEAGE AND REIMBURSEMENTS on Page 45 of the District Handbook.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously

Fraudulent Charges

Allison English, Administrative Professional, informed the supervisors of four fraudulent charges found when reconciling the MBT checking account. The first charge was made on 3/3/25 from Tututix for \$25.00. The second charge was made on 3/18/25 from Norton.com for \$42.94. The third charge was made on 3/20/25 from Save on It Pty LTD for \$22.60. The forth charge was made on 3/20/25 from MWave Lidcombe for \$35.52. English researched through the invoices, receipts, emails, and checked to see if we have paid any of the vendors in the past. After the research was done, it was concluded the charges were fraudulent. Allison English, Administrative Professional, informed Jessica Klingfus, District Manager, of these charges and the paperwork was started with MBT Fraud Department. The fraud department found out the charges were made from the former district manager's card. Since the card used was in the former district manager's name, we would need him to reach out to the fraud department. English reached out to the former district manger and he spoke with MBT's Fraud Department. MBT will reach out to us with an update once the investigation is complete.

Business Credit Card

Jessica Klingfus, District Manager, advised the supervisors that in the Board of Water and Soil Resources (BSWR) Soil and Water Conservation District (SWCD) Operational Handbook, under SWCD accounting section there is an explanation of why credit cards should be used instead of debit cards.

Debit Cards:

A debit card is a payment card which deducts money directly from the user's checking account to pay for a purchase. While entities have the authority to make purchases using credit cards, the authority to use debit cards is less clear. Debit cards allow funds to be immediately withdrawn from the entity's financial account, provide fewer protections than credit cards provide and circumvent statutory claims approval safeguards. Recommend entities use credit cards, not debit cards, to make purchases for the public entity.

Credit Cards:

A credit card is a payment card issued to a user to enable the cardholder to pay a merchant for goods or services based on the cardholder's promise to the card issuer to pay them for the amounts plus other agreed upon charges. Because of the ease in using credit cards, the district should consider having a policy in place to ensure the district's credit cards are used for appropriate purposes and adequate controls are established for the day-to-day use.

Jessica Klingfus, District Manager, advised Merchants Bank was recommended by other SWCDs in the area. Merchants Bank does not require a stay to tie their Social Security Number (SSN) to the credit card. After some discussion the supervisors advised the credit card should have a low spending limit such as \$1,500. A motion was made to proceed with filling out the Business Credit Card with Merchants Bank.

Motion: Glenn Hahn

Seconded: Rick Alberts

The motion carried unanimously.

Name Badge Quote

The Dodge Soil and Water Conservation Staff have brought up purchasing name badges for events and meetings. The name badges would have our logo, Employee's name, and position. Allison English, Admirative, showed the supervisors the design created and approved by the SWCD Staff. English received a quote and for three employee badges. The total cost of \$49.34 and this cost includes shipping and processing costs. A motion was made to approve the purchase of name badges for the Dodge Soil and Water Conservation District (SWCD) Staff for a total cost of \$49.34.

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

October Board Meeting Change

The Dodge Soil and Water Conservation Board Monthly Meeting is set for October 21, 2025. The Annual Board of Soil and Water Resources Academy dates are October 21-23, 2025. This training academy is location in Brainerd, MN. The date overlap and travel time would cause all district staff to be unavailable for the normal scheduled meeting. The supervisors discussed alternate dates in October for the monthly board meeting. A motion was made to move the October Board Meeting from October 20, 2025 to October 14, 2025 starting at 6:30 PM.

April 15, 2025 Dodge SWCD Board of Supervisors Meeting Minutes

Page 5 of 7

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

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

Watershed Cost-Share Contract 2025WAGZ-DC-05 (Marquette) Payment

Morris Marquette of West Concord, MN is requesting cost-share assistance from the Dodge Soil and Water Conservation District for a 351- Well Decommissioning will be installed in Section 32 of Ellington Township. The practice will provide groundwater pollution prevention benefits. The total cost for the practice was \$5,815.00 and he is requesting 75% of the total cost of the project, not to exceed \$3,000.00. A motion was made to approve the cost-share contract 2025 WAGZ-DC-05 for Morris Marquette for installing a 351- Well Decommissioning at a 75% of the total cost of the entire project, not to exceed \$3,000. A motion was made to authorize Jessica Klingfus, District Manager, to approve the payment for 2025WAGZ- DC -05 for Morris Marquette for 75% of the total cost of the project, not to exceed \$3000, once the paperwork has been submitted.

Motion: Rick Alberts
Seconded: David Livingston
The motion carried unanimously.

Other New Business

Sub- Agreement between the Olmsted SWCD and the Dodge SWCD for the Cascade Creek 319 Funding

Jessica Klingfus, District Manager, presented the sub-agreement between the Olmstead Soil and Water Conservation District (SWCD) and the Dodge Soil and Water Conservation District (SWCD) for the Cascade Creek 319 funding (see breakdown below.) All Projects will be ranked using the current Watershed Alliance for the Greater Zumbro (WAGZ) Ranking Spreadsheet as approved by the WAGZ Policy Committee.

Cascade Creek 319 Grant Total - \$291,965
Technical Assistance / Implementation - \$70,000
Effectiveness Monitoring - \$100,000
Outreach- \$32,000
Administration/ Project Management- \$89,965

A motion was made to approve the presented sub-agreement between the Olmsted SWCD and Dodge SWCD for the Cascade Creek 319 Funding.

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

Correspondence & Staff Report

Correspondence- 2024 Summary Dodge Weather from the DNR State Climatology Office.

Jessica Klingfus, District Manager, attended the Spring Area 7 SEMACDE Employees Meeting held on March 26, 2025 in Harmony, MN, and the Spring MACDE District Manger Meeting in Saint Cloud, MN. Klingfus shared she also attended the MCIT HR Training in Waite Park, MN. Klingfus shared she learned a lot at these meetings including networking with other managers, hiring, and interview process. Jessica Klingfus, District Manager, informed the supervisors Allison English, Administrative Professional, is busy working on the tree sale and Zac Colton, Soil Health Conservation Technician, is busy moving the no- till drill and tree planter.

Next Meeting

The next meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be held Tuesday, May 20, 2025 at 6:30 P.M. in the conference room of the United States Department of Agriculture (USDA) Service Center, 916 2nd Street SE, Dodge Center, MN.

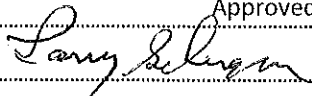
Adjournment

Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 9:48 P.M.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

Approved:	Date:	Recorder:
	5-20-25	Allison English

