



Dodge Soil and Water Conservation District

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Dodge Center, Minnesota 55927

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Minutes of the July 15, 2025

Dodge Soil & Water Conservation District

Regular Board of Supervisors Meeting

The meeting was called to order by Larry Scherger, Board Chair, at 6:38 P.M.

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

Members Absent: Bruce Freerksen, PR&I

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

Approval of Meeting Agenda: Corrections of the July 15, 2025 board meeting agenda include adding 'Merchants Bank Credit Card Resolution' and 'Dodge SWCD Staff Job Approval Authority (JAA)' under 'New Business'. A motion was made to approve the July 15, 2025 meeting agenda, as revised.

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

Approval of April 15, 2025

Board Meeting Minutes: Correction to the June 17, 2025 board meeting minutes includes changing the word 'rather' to 'other' on page 4 under 'ATV Update'. A motion was made to approve the June 17, 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, shared the NRCS staff have been working on the approved CRP and CREP offers. Dodge County had 19 Conservation Reserve Program (CRP) and 1 Conservation Reserve Enhancement Program (CREP) contracts approved. The Dodge NRCS has been helping the neighboring counties with their approved contracts. Freeborn County had 111 Conservation Reserve Program (CRP) approvals, Steele County had 22 Conservation Reserve Enhancement Program (CRP) approvals, and Mower County has 67 Conservation Reserve Enhancement Program (CRP) approvals. All plans and documents are due in the middle of September. Bird shared Teddy Moreno-Santos will be the acting team lead for the area. They are searching for a permeant replacement for the job, though hiring is a challenge right now due to not being able to hire outside the NRCS current staff. Bird shared the projects for next year are being lined up and more expected once the crops come off. Bird shared the Environmental Quality Incentives Program (EQIP) deadline is August 1st, with the deadline being early this year, staff is hopeful for a 2nd sign up.

Nathan Bird, District Conservationist, United States Department of Agriculture – Natural Resources Conservation Service, shared a staffing update. Luke Bowe, Soil Conservationist, United States Department of Agriculture – Natural Resources Conservation Service, is back from paternity leave and will be going to Freeborn County once a week to help. Bowe will be attending a forestry training tomorrow. Jared Matzke, Soil Conservation Technician, United States Department of Agriculture – Natural Resources Conservation Service, is going back on paternity leave in August. Matzke currently has been helping train new SWCD staff and assist with the district project load.

Minnesota Board of Water and Soil Resources Report

Ann Gunness, Board Conservationist, Minnesota Board of Water and Soil Resources, was unable to attend.

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 June 2025 Financial Report, including the Balance Sheet covering what is in checking and savings, revenues of \$3,596.16, expenditures of \$22,227.15, the general ledger and aging summary, with a payables total of \$1,586.68. A motion was made to approve the June 2025 Treasurer's Report, and pay bills on the aging summary, for a payables total of ~~\$6,669.63~~. 1,586.68

Motion: David Livingston

Seconded: Rick Alberts

The motion carried unanimously.

Supervisor Reports

David Livingston, District IV Supervisor

David Livingston, District IV Supervisor, attended the retirement party for Jim Gebhardt at the Cedar River Watershed District (CRWD) meeting. Livingston attended the MASWCD meeting in Stewartville, MN. During the meeting a presentation was done about how the money is spent and applied. Livingston shared an update regarding a previous Mower SWCD issue with an unauthorized plate that was added to a design by a neighbor. The plate has since been removed and the design is being looked at to see if the flow of water through the neighbor's area can be slowed down. Livingston also shared an update regarding the ditch flooding issue from the previous meeting. The Cedar River

Watershed District (CRWD) is working with the city to get this issue resolved and it looks like it should not cost the Cedar River Watershed District (CRWD) anything.

Glenn Hahn, District V Supervisor

Glenn Hahn, District V Supervisor, did not provide a report.

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

Vehicle Fund

Jessica Klingfus, District Manager, shared an update with the supervisors about the vehicle search. Zac Colton, Soil Health Conservationist Technician, and Joe Newman, Conservation Technician, have been searching car lots in the area. The staff found a couple of viable options but they were quickly sold. A couple of the options the staff found had salvaged titles. The staff wanted clarification from the board regarding salvaged titles. The board agreed salvaged titles were okay if they dealership provides a rebuilt title and the vehicle has not experienced flooding or water damage. The staff will continue looking for a new vehicle. The board advised if they find an appropriate vehicle before the next board meeting to reach out to them. This item has been tabled.

New Business

Health Insurance Renewal

Beth Hanggi, Fahning and Associates, presented the 2026 Blue Cross – Blue Shield of Minnesota Insurance rates. The rates for 2026 have increased 13% from last year. The current plan for the Dodge Soil and Water Conservation District employee health insurance is the BlueAccess HSA Gold \$3,750 Plan 690. The premiums will go from \$3,363.70 and \$3,805.74 for all four employees. Hanggi offered a secondary option with Medica. After some discussion, a motion was made to approve staying with the same health care plan- BlueAccess HSA Gold \$3,750 Plan 690.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

Humana Renewal

Beth Hanggi, Fahning and Associates, attended the meeting to go over the Humana renewal information. Medsurety sent a letter regarding the price increase for the dental plan but Hanggi was not aware of this change. Hanggi will check into the new rates and get back to us with a confirmation. This item has been tabled until the next board meeting.

RCPP Policy and Ranking Sheet

Jessica Klingfus, District Manager, presented the Regional Conservation Partnership Program (RCPP) Soil Health Grant Cost- Share Policy draft. Cover crops and Tillage management are eligible practices for this cost-share. The supervisor's reviewed the new funding ranking form. A motion was made to adopt the RCPP Soil Health Grant Cost-Share Policy.

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

DNR Well Level and Monitoring Agreement

Jessica Klingfus, District Manager, presented the Fiscal Year 2026 Minnesota Department of Natural Resources (MN DNR) Groundwater Level Monitoring Agreement which dictates that Dodge Soil and Water Conservation District is to be paid \$60.00 per well-reading, with seven wells to be measured four times throughout the year, of which, three are nested wells resulting in only one payment for the two wells, for a total of \$960.00. A motion was made to allow Jessica Klingfus, District Manager, to sign the Groundwater Level Monitoring Agreement with the MN DNR via DocuSign and renew for the current year.

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

Training Request- Stewardship Summit

Allison English, Administrative Professional, and Joe Newman, Conservation Technician is requesting to attend the Minnesota Soil and Water Conservation District Stewardship Summit to be held on September 10-11, 2025. The training is at the Holiday Inn in St Cloud, MN. For the event, registration is \$275.00 for each employee and lodging will be \$110.00 plus tax per room per night. A motion was made to approve Allison English, Administrative Professional, and Joe Newman, Conservation Technician, to attend the Stewardship Summit at the Holiday Inn in St Cloud at a cost of \$275.00 for registration plus lodging.

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

Training Request- HR 2.0

Jessica Klingfus, District Manager, and Allison English, Administrative Professional, is requesting to attend the Public Sector HR 2.0 hosted by MCIT to be held on Wednesday, August 27, 2025 at the Park Event Center in Waite Park, Minnesota. For the event, registration is \$75 for each MCIT member employee and lodging will be needed. A motion was made to approve sending Jessica Klingfus, District Manager, and Allison English, Administrative Professional, to attend the Public Sector HR 2.0 hosted by MCIT at the Park Event Center in Waite Park, MN at a cost of \$75.00 for registration plus lodging.

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

Training Request- District Managers Professional Development Cohort

Jessica Klingfus, District Manager, is requesting to attend the MASWCD District Manager Professional Development Cohort training sessions. The registration fee is \$4,200 which includes tuition and instructor fees, resource materials, group meals, and meeting space. Meetings will be held at the MASWCD office in Saint Paul, MN. Lodging is not included in this cost but will be needed. There are 7 total sessions- September 23-24, 2025, November 5-6, 2025, January 7-8, 2026, February 11-12, 2026, April 8-9, 2026, July 15-16, 2026, August 12-13, 2026. A motion was made to approve sending Jessica Klingfus, District Manager, to attend the District Managers Professional Development Cohort with the registration fee of \$4,200 plus lodging.

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

District Cost-Share Contract 2025-DC-01 (McNeilus) Payment

Marge McNeilus of Keene, TX is requesting cost-share assistance from the Dodge Soil and Water Conservation District for a 412- Grassed Waterway, installed in Section 24 of Claremont Township. The total cost for the practice was \$7,072.50 and she is requesting 75% of the total cost of the project, not to exceed \$5,604.38. The final paperwork has been sent out via mail and is expected back any day. A motion was made to authorize Jessica Klingfus, District Manager, authority to approve the cost-share contract 2025-DC-01 for Marge McNeilus for installing a 412- Grassed Waterway at a 75% of the total cost of the entire project, not to exceed \$5,604.38, once all final paperwork is received.

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

Merchants Bank Credit Card Resolution

Jessica Klingfus, District Manager, presented the Merchants Bank Credit Card Resolution to the supervisors. Merchants Bank has approved the credit card application and cards will be sent out soon. Klingfus advised two cards have been ordered, one for the office staff and one for the District Manager. The supervisor's reviewed the resolution. A motion was made to sign the Merchants Bank Credit Card Resolution.

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

Dodge SWCD Staff Job Approval Authority (JAA)

Jessica Klingfus, District Manager, presented to the board of supervisors, the Job Approval Authority table for herself. The job class IV 412- Grassed Waterways has been added. A motion was made to approve the signing of the updated Job Approval Authority table for Jessica Klingfus, District Manager, to include Job Class IV 412- Grassed Waterways.

Motion: Rick Alberts
Seconded: Glenn Hahn
The motion carried unanimously.

Other New Business

No other new business.

Correspondence & Staff Report

Jessica Klingfus, District Manager, shared the Dodge County Fair runs from July 16- 20, 2025 and the staff will be at the booth during the fair hours for education outreach.

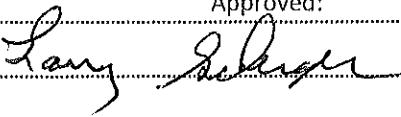
Next Meeting

The next meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be held Tuesday, August 19, 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 PM.

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

Approved:	Date:	Recorder:
	8-19-20	Allison English