



Dodge Soil and Water Conservation District

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Minutes of the March 18, 2025

Dodge Soil & Water Conservation District

Regular Board of Supervisors Meeting

The meeting was called to order by Larry Scherger, Board Chair, at 6:59 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; Nathan Bird, District Conservationist, United States Department of Agriculture – Natural Resources Conservation Service.

Approval of Meeting Agenda: Additions to the March 18, 2025 board meeting agenda include a Cell Phone Policy Change. A motion was made to approve the March 18, 2025 meeting agenda, as revised.

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

Approval of February 18, 2025

Board Meeting Minutes: There were two corrections to the February 18, 2025 board meeting minutes. The first correction is on page 3 under 'ESRI' Renewal Quotation' removing the first 'the' in the motion statement. The second correction is on page 6 under 'Glenn Hahn, District V Supervisor Report' the word 'composite' should be 'compose.' A motion was made to approve the February 18, 2025 board meeting minutes, as corrected.

Motion: Rick Alberts
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 there has been some staff turnover in the office. Laura Newburg, Pheasants Forever, took a different position with Pheasants Forever, and Jeff King has retired. The Austin Pheasants Forever position is also vacant currently. Funding is uncertain at this time causing some programs up in the air. CRP funding is a little uncertain currently but hopefully will be coming soon. Some projects are still able to move forward and some projects are currently on hold, it all comes down to which funds/ programs were being used for the project. There are 12 Equip applicants, but with the available funding, the NRCS has been able to work on 4 projects. Bird shared, FSA has announced, The ARC PLC Program sign up has been extended by one month. The FSA has a new program called Emergency Commodity System. This will be acreage-based payments and the process will stream-line applicants by using previously reported data. Bird has been working with District Managers and NRCS staff in the area to organize the Local Work Group Meeting for the 4 SWCD districts. The meeting is aimed to be held in mid to late Spring 2025.

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 January 2025 Financial Report, including the Balance Sheet covering what is in checking and savings, revenues of \$14,940.41, expenditures of \$227,081.93, the general ledger and aging summary, with a payables total of \$3,574.83. A motion was made to approve the February 2025 Treasurer's Report, and pay bills on the aging summary, for a payables total of \$3,574.83.

Motion: David Livingston

Seconded: Glenn Hahn

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 February 19, 2025 due to weather. Livingston believes the meeting on March 19, 2025 will be cancelled due to weather, again.

Glenn Hahn, District V Supervisor

Glenn Hahn, District V Supervisor, reported attending Root River meeting. There were no changes to the existing officers and board members. Fillmore County will stay the Root Rivers day-to-day contact. The Root River plan is coming up on 10 years and will be completing a reassessment. The watershed received a \$39,000 grant to upgrade the project in the future. There was discussion at the meeting regarding how to handle the public input and how to collect it.

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 attend the meeting.

Rick Alberts, District I Supervisor

Rick Alberts, District I Supervisor, reported attending a great Nitrogen Management Program that was put on by the University of Minnesota Extension. The speakers went over wells and nitrogen. One speaker shared information on the optimal rate and if you are following this rate then you should be doing okay in your effort towards nitrogen management. Another speaker went over the nitrogen conversions and the science behind it. The final speaker went over the importance of tile drainage range.

Unfinished Business

Personnel Committee Recommendations

Jessica Klingfus, District Manager, discussed the open Conservation Technician position in the office. Klingfus discussed posting this position to get it filled before the start of the busy season. The new technician would need to train and get comfortable in the position. The personnel committee is going to set up a meeting for early next week to plan out the details of the posting. A motion was made to follow the recommendations of the personnel committee meeting next week.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

New Business

Employee Training Request- District Manager Meeting

Jessica Klingfus, District Manager, is requesting to attend the Minnesota District Manager Meeting to be held on Thursday, March 27th and Friday, March 28th, 2025 in Waite Park, Minnesota. For the event the registration is \$20 and lodging at the Holiday Inn St. Cloud, MN for a total of \$124.17 is needed. A motion was made to approve sending Jessica Klingfus, District Manager, to attend the Minnesota District Manager Meeting in Waite Park, MN at a cost of \$20 for registration plus lodging costs.

Motion: David Livingston

Seconded: Larry Scherger

The motion carried unanimously.

Employee Training Request- MCIT HR Basics

Jessica Klingfus, District Manager, and Allison English, Administrative Professional, is requesting to attend the Public Sector HR Basics hosted by MCIT to be held on Wednesday, April 9th and Thursday, April 10th, 2025 at the Park Event Center in Waite Park, Minnesota. For the event, registration is \$150 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 Basics hosted by MCIT at the Park Event Center in Waite Park, MN at a cost of \$150.00 for registration plus lodging.

Motion: Rick Alberts

Seconded: Glenn Hahn

The motion carried unanimously.

Dodge County Free Fair Booth Approval

Jessica Klingfus, District Manager, informed the supervisors the 2025 Dodge County Fair is to be held on July 16-20, 2025 at the Dodge County Fairgrounds in Kasson, MN. As a part of the education and outreach program of the Dodge Soil and Water Conservation District, the Dodge County Fair provides an excellent opportunity to reach out to Dodge County citizens. The cost of a 8x10 booth at the Dodge County Fair is \$150.00. Klingfus informed the supervisors we have to submit a \$100 deposit check due to exhibitors taking down their booths early. Those who stay till 5PM on Sunday, July 20th, will be able to pick up the deposit check. A motion was made to approve the Dodge Soil and Water Conservation District to spend \$150.00 for a booth, and \$100.00 for the booth deposit at the Dodge County Fair if space is available

Motion: Rick Alberts

Seconded: David Livingston

The motion carried unanimously.

Watershed Cost-Share Contract 2025WAGZ-DC-02 Marquardt Encumbrance

Bryan Marquardt of Dodge Center, MN is requesting cost-share assistance from the Dodge Soil and Water Conservation District for a 351- Well Decommissioning will be installed in Section 5 of Ashland Township. The practice will provide groundwater pollution prevention benefits. The estimated cost for the practice is \$11,000 and he is requesting to encumber 75%, not to exceed \$3,000.00. A motion was made to approve the cost-share contract 2025 WAGZ-DC-02 for Bryan Marquardt to install at 351- Well Decommissioning at a 75% of the total cost of the entire project, not to exceed \$3,000.

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously.

Clothing Discussion

Jessica Klingfus, District Manager, informed the supervisors some existing employees would like to order some additional Dodge Soil and Water Conservation District Clothing. Staff members are inquiring if this would be a covered expense or something needed to be paid for by the staff. Currently, there is no written policy for employer provided clothing. When each new employee started, the employee was offered a chance to order \$250.00 worth of clothing with the Dodge SWCD logo. A motion was made for the following written policy to be added to the handbook- *Each new Dodge Soil and Water Conservation District Employee, is able to order from provided websites up to \$250.00 worth of clothing to wear for work that will have the Dodge SWCD logo added. Clothing can include but are not limited to t-shirts, button-ups, jackets for outside work, cardigans, polos, etc. Each existing Dodge Soil and Water Conservation District Employee, is able to order from provided websites up to \$150.00 worth of clothing each calendar year following the first year of employment. Clothing can include but are not limited to t-shirts, button-ups, jackets for outside work, cardigans, polos, etc. All clothing orders are subject to the District Managers approval.*

Motion: Glenn Hahn

Seconded: David Livingston

The motion carried unanimously

Cell Phone Policy Change

Jessica Klingfus, District Manager, advised the board of the existing cell phone policy and the staff recommendation for updates to the policy. Klingfus advised that the company-issued cell phones have been ordered for the two field staff members.

The current Dodge SWCD Cell Phone Policy, under Employee Compensation – Personal Cell Phone and Internet Usage and Expenses includes:

PERSONAL CELL PHONE AND INTERNET USAGE AND EXPENSES

To compensate employees for supporting the activities of the Dodge Soil and Water Conservation District business with use of their personal cell phone and home internet for teleworking, the monthly rate of compensation is \$10.00.

Staff recommends updating the PERSONAL CELL PHONE AND INTERNET USAGE AND EXPENSES Policy to include the Company-Issued Cell Phone Policy and update the name to "PERSONAL and COMPANY-ISSUED CELL PHONE AND INTERNET USAGE AND EXPENSES." This policy would be updated to the following-

Personal Cell Phone Usage

To compensate employees for supporting the activities of the Dodge Soil and Water Conservation District business with use of their personal cell phone, the Dodge Soil and Water Conservation District will reimburse the employees with a monthly rate of \$10.00.

Company- Issued Cell Phone Usage

If an employee routinely works in the field with contractors and landowners, the Dodge Soil and Water Conservation District may provide a Dodge Soil and Water Conservation District owned cell phone and employer-paid cell phone plan for the employee. Cell phones issued by the Company are company property. Employees must submit any requests to make changes to their Company-issued cell phones, including upgrades, replacement, or inspection to the District Manager. Employees who leave the Company for any reason must turn in their Company-issued cell phones.

Personal Use of Company-Issued Cell Phones

Employees should use the Company-issued cell phone for conducting SWCD business. Company-issued cell phones are to be used only for business purposes. Although occasional, brief personal phone calls using a Company-issued phone are permitted, personal use that exceeds this standard will result in discipline, up to and including termination.

Security of Company-Issued Phones

Employees are responsible for the security of Company-issued cell phones and the information stored on them. Always keep your cell phone with you when traveling; never leave it unattended in your car or hotel room. If your Company-issued cell phone is lost or stolen, notify the SWCD District Manager immediately. Never store confidential Company information on a cell phone. Employees should not conduct highly sensitive or confidential conversations by cell phone.

Company-Issued Smart Phones

Apps and downloads put onto the device should only be related to completion of the SWCD mission and intended to improve work efficiency.

A motion was made to adopt the staff recommendations on the updated verbiage for the cell phone policy in to the handbook.

Motion: David Livingston

Seconded: Glenn Hahn

The motion carried unanimously.

Other New Business

There was no Other New Business

Correspondence & Staff Report

Jessica Klingfus, District Manager, informed the supervisors the staff will be working at home Wednesday March 19, 2025, due to hazardous weather. Klingfus reminded the supervisors of the Dodge County Expo taking place on Saturday, March

29, 2025, from 8am-2pm. The Dodge SWCD will be doing a butterfly craft with native seeds. Klingfus is aiming for April for the budget meeting to get things done a little sooner than usual for the 2025 final budget. Klingfus advised the supervisors of the Board of Soil and Water Resources (BWSR) credit card policy. The Dodge SWCD does not currently have a credit card, just a debit card. Klingfus will gather information on local banks with business credit cards for the next board meeting.

Allison English, Administrative Professional, advised the tree sale is going great. There are currently 103 tree orders for 2025 with limited stock remaining. English informed the supervisors of the launch of the new website design and ability to order trees online.

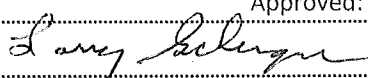
Next Meeting

The next meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be held Tuesday, April 15, 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 9:26 P.M.

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

Approved:	Date:	Recorder:
	4-15-25	Allison English