

## HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

### MINUTES FROM OCTOBER 14, 2014 REGULAR BOARD MEETING

Minutes from the Hubbard County Soil and Water Conservation District Board of Supervisors meeting at 212 ½ Second Street West, Park Rapids, MN.

Members present: Don Rettinger, Chair  
Lynn Goodrich, Vice-Chair  
Bob Iles, Secretary  
Don Sells, Treasurer  
Ruth Grandy, PR&I

Members absent: None

Others present: Julie Kingsley, District Manager  
Melissa Koebernick, District Administrative Assistant  
Dan Pazdernik, District Conservationist  
Nathan Sitz, Water Quality Resource Specialist  
Kathy Grell, Hubbard County Commissioner  
Ken Grob, Hubbard AIS Task Force Chair  
Jeff Bjorkman, Hubbard AIS Task Force

Supervisor Rettinger opened the meeting at 8:35 a.m. and led in the Pledge of Allegiance.

#### AGENDA AND MINUTES

A motion was made by Supervisor Goodrich to accept the agenda with the addition of Supervisor Handbook, seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Goodrich to approve the minutes of September 9, 2014, seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.

#### TREASURER'S REPORT

The treasurer's report was accepted as presented, by the board, subject to auditor's review.

#### PUBLIC INPUT

Commissioner Grell told us that the commissioners were still working on the budget and levy.

#### DISTRICT CONSERVATIONIST

Civil Rights

- National Disability Awareness month

Program Update

- CSP
  - o No information on new signup.
- EQIP
  - o Signup dates have been announced: October 17, November 14, and December 19.

#### Outreach/Educational

- PSA's sent to Park Rapids Enterprise and Northwoods Press for EQIP signup dates.
- Provided article for SWCD fall newsletter
- Alicia volunteered to lead two groups of 1<sup>st</sup> graders on a Brush Lake forest nature walk on 9/23/14
- Coming up: Cover crop field day – November 1<sup>st</sup> in Wadena County by Sustainable Farming Association

#### Current activities/other

- Irrigation Plans
- Fall applied practice check outs
- EQIP payments on fall applied practices
- Contract maintenance
- NRI – Natural Resources Inventory
- Staff Performance reviews
- Started planning for 2015 Grazing Workshop

### **REPORTS**

Supervisors' Reports: Supervisor Rettinger could not attend the last Giziibii meeting.

Supervisor Sells went over the campaign files and has a new e-mail address.

Supervisor Iles went to the Area 8 meeting. Dues will be going up by \$250 next year and another \$250 the year after that.

Supervisor Goodrich attended the NERO Workshop. He is now the president of Hubbard COLA. He has also been helping to develop the AIS Task Force State Plan.

#### Presentation from Hubbard County AIS Task Force

The Hubbard County AIS Task Force gave a presentation on the AIS prevention plan that recommends how to use the State AIS funds.

#### Water Quality/Resource Specialist Report

- Final sampling for the Hubbard SWAG was completed on September 22
- Last sample of the year for water quality monitoring on Long Lake
- Have completed about 10 miles of drainage ditch assessment. Focus in on channelized streams with restoration in mind.
- Went to Leech Lake Foundation meeting. They have an easement program targeted at tullibee lakes. Hoping to get 3-5 riparian and 3-5 upland easements.
- Big Mantrap is only lake left for AIS inspectors, hours will all be used up at the end of October
- AIS data is all entered and submitted
- Attended a meeting regarding major marketing for AIS
- AIS task force subgroup meetings regarding plan for State AIS funds
- Decon station usage slowing some. One boat from Minnetonka had zebra mussels on it. 2 from Lake of the Woods came on the 30<sup>th</sup>.

District Manager's Report – Kingsley reported on the following:

Last Month

- AIS meetings
- Obwell run – have 1 new well. All wells were cleaned and evaluated for condition.
- Presented State AIS Funding info to DNR Area fisheries manager's meeting
- Meeting with lawyer on job descriptions and personnel policy
- RIM in the trees meeting
- Submitted a grant for Long Lake groundwater influence study
- 3 Wild Rice RIM easements completed, 2 more applications will be submitted
- 11 WCA site visits, 1 TEP visit and many phone calls

Next Month

- Prioritize lakes for Wild Rice easements for Hubbard & Wadena counties
- Human Resources workshop in Brainerd
- Crow Wing WRAP meeting
- BWSR Academy
- Full AIS Task force meeting to present Hubbard County AIS Plan

Supervisor Sells made a motion to authorize Kingsley to attend the state employees convention, seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

**OLD BUSINESS**

Cost-Share – Supervisor Sells made a motion to approve payment of \$252.50 to Diffley for cost-share contract, seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.

Supervisor Iles made a motion to approve payment of \$4,842.50 to Mallery for cost-share contract, seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

**NEW BUSINESS**

January 2015 meeting– tabled until next month.

SWCD Shared Forester – Aitkin SWCD will house the forester. The grant was submitted and we will learn if the grant was awarded at the end of January 2015.

AIS Draft Plan– Supervisor Sells made a motion that we establish a representative on the AIS Task Force Sub-committee, seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Supervisor Sells made a motion to nominate and appoint Supervisor Iles to the AIS Task Force Sub-committee, seconded by Supervisor Grandy. Affirmative: All. Opposed: None. Motion carried.

Supervisor Sells made a motion to approve Hubbard SWCD's participation in the Hubbard County Local AIS Plan with the recommended change to remove all aspects of the seasonal employee under public awareness and early detection and instead assign the described roles to a SWCD lead inspection/staff support employee under the direction of the SWCD manager, seconded by Goodrich. Affirmative: All. Opposed: None. Motion carried.

Draft Annual Work Plan – tabled until next month.

NACD Dues – tabled until next month.

Personnel Policy & Job Descriptions – Personnel Policy tabled until next month because the draft was not available at the time of the board meeting.

Supervisor Goodrich made a motion to accept the Job Descriptions for District Manager, Water Quality/Resource Specialist, and Administrative Assistant, as presented, seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Supervisor Handbook tabled until next month.

District Manager Performance Review <sup>Title (Manager)</sup> Kingsley had a good review. Salary will be tabled until next month and retroactive to anniversary date.

Resolutions Voting – Supervisors voted on 27 resolutions.

### CORRESPONDENCE

Bank statements, JPB report, Mississippi River – Headwaters Watershed Zonation Model Survey

**NEXT MEETING:** The next regular board meeting of the Hubbard County Board of Supervisors will be on November 10, 2014 at 8:30 a.m. in the office at 212 ½ Second Street W, Park Rapids. We will be discussing the draft annual work plan, District Manager salary, Personnel policy and supervisor handbook, and NACD dues.

**ADJOURNMENT:** Motion by Supervisor Goodrich to adjourn the meeting, meeting adjourned at 4:47 p.m.

APPROVED: 11/12/14 SECRETARY Robert A. Iles  
Date Robert Iles, Secretary