

## HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

### MINUTES FROM JUNE 8, 2016 REGULAR BOARD MEETING Additional corrections done November 9, 2016

Minutes from the Hubbard County Soil and Water Conservation District Board of Supervisors meeting at 603 Central Avenue North, Park Rapids, MN.

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

Members absent:     Ed Smith, Hubbard County Commissioner

Others present:     Julie Kingsley, District Manager  
                              Amanda Prince, Administrative Assistant  
                              Jamin Carlson, Water Quality/Resource Specialist  
                              Dan Pazdernik, District Conservationist  
                              Danny Weber, Assistant State Conservationist

Supervisor Iles opened the meeting at 8:32 a.m. and led in the Pledge of Allegiance.

#### **AGENDA AND MINUTES**

A motion was made by Supervisor Sells to accept the agenda. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Sells to approve the Minutes of the May 11, 2016 regular board meeting, with the following amendments:

- Remove Melissa Koebernick from "Others present".
- Correct District Conservationist Report from "NRCS would go 1/3 on purchasing chairs for the meeting room" to "NRCS would consider going 1/3 on purchasing chairs for the meeting room."

Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

#### **TREASURER'S REPORT**

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

#### **PUBLIC INPUT**

- June 6, 2016 - Dan Weber called Tessa about lease space. Drafted a letter and is waiting to send out until approved. A fence will not be part of the package.
- Would like an operating agreement put in place with NRCS detailing how we work together to clear up appropriation law.

## **REPORTS**

### **Supervisor's Reports:**

#### **Supervisor Iles:**

Supervisor Iles and Jamin Carlson conducted an exit interview with Melissa Koebernick. Discussed a procedure to address any complaints whereby the supervisor would bring the issue to the board to invite others to review. There was also discussion regarding creating a written policy on accessing files, including passwords, for use by all employees.

#### **Supervisor Goodrich:**

June 3, 2016 - Supervisor Goodrich attended the Area 8 meeting.

#### **Supervisor Sells:**

June 3, 2016 - Supervisor Sells attended the Area 8 meeting. Will plan on going next time.

#### **Supervisor Grandy:**

June 3, 2016 - Supervisor Grandy attended the Area 8 meeting.

#### **Supervisor Rettinger:**

June 3, 2016 - Supervisor Rettinger attended the Area 8 meeting. Will get Julie Kingsley bank authorization to sign checks.

### **Water Quality/Resource Specialist's Report:** - Jaiinn Carlson reported on the following:

- Met with Bill DonCarlos (new AIS coordinator).
- Issues with the AIS Inspector tablets all month.
- Updating the Decon website.
- Wadena staffing issues. Have hired some more employees.
- Doing Payroll.
- Updating the SWCD website.
- WCA visits for Odegard, Landry, and 480<sup>th</sup> Street
- Worked on the Hydrolab. Sensor was not good. Sent to Texas for repair.
- Met with Mike Kelly (DNR Fisheries) on Necktie River for a sediment study.
- Working with the DNR on drone footage on Necktie River.
- Nitrate testing drone at the office. Took calls from residents on nitrate study. Have a high rate of return to sender (Department of Ag. Township nitrate testing).
- Moved out of old office. Cleaning old office and going to transfer station.
- Soil loss maps.
- There were a lot of tree sales last month.
- May 17, 2016 - Good attendance at Freshwater Festival.
- Ditch inventory.
- Cost-share projects coming up.
- Veliger sampling coming up.

### **District Manager's Report:** - Julie Kingsley reported on the following:

- May 13-15, 2016 - Swap and Sell on Facebook to sell trees. Gave radio station 10 trees which were raffled off.
- May 17, 2016 - Set up for Freshwater Festival and bagged trees for students.
- May 23-24, 2016 - Chantal from East Ottertail SWCD came to help out in the office.
- May 25, 2016 - Held open house for the new offices.

- May 26, 2016 - Held interviews at Always There Staffing in Bemidji for temporary Administrative Assistant.
- Talked with HR Green Consulting about 1Watershed 1Plan for Leech Lake River Watershed.
- June 2, 2016 - Attended Area 8 meeting in Bemidji Admin. Building.
- May 18, 2016 - Freshwater Festival went well.
- June 9, 2016 - Civic Engagement conference call on Mississippi Headwaters WRAP
- Received another application for the Tullibee Stewardship Plan.
- Sent in final paperwork to BWSR for Guggisberg Wild Rice Easement.
- June 1, 2016 - WCA visits to Odegaard, Reller, and Landry. Convinced landowner to not go into wetland to build garage.
- July 1, 2016 - Meeting in Bemidji for Buffer and Soil Loss.
- July 7-15 - Would like to go on vacation.

A motion was made by Supervisor Sells to change the July board meeting to July 6, 2016 at 8:30 a.m., seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

- June 10, 2016 - Meeting with Bill Westerberg regarding cost share. Looking at Pine Haven Camp storm water erosion to see what can be done.
- Waiting until end of summer for Eagle Bay Resort project.
- June 30, 2016 - Will attend Leech Lake final meeting for WRAP at Hope Lutheran Church in Walker.
- July 20, 2016 - Free webinar held on "Fields to Streams", WIP.
- Request from John Ringley in Walker to pursue 1Watershed 1Plan RFP application.

A motion was made by Supervisor Sells to pursue the application, seconded by Supervisor Grandy. Affirmative: All. Opposed: None. Motion carried. Julie will prepare the resolution to be signed by Supervisor Iles.

- Question about charge on Melissa Koebernick's Visa bill. Determined to be lunch for volunteers for tree sales in the amount of \$35.44. Copies of receipts will be attached to all future credit card bills. If charge is not clear, make note on receipt.
- Purchased office chairs and would like reimbursement. Will submit receipt and write a check to be signed by Supervisor Sells.
- Extra hours put in by Julie Kingsley and Jamin Carlson to get caught up. Chantal also helped.
- More people knowing how to do various office tasks.
- Straightening out file storage.
- Approved to renew Park Rapids Enterprise newspaper subscription for one year.

**District Conservationist Report:** Dan Pazdernik reported on the following:

- Received approvals on the Conservation Stewardship Program. No word on 2017 sign-up.
- July 1, 2016 - EQIP Local Workgroup meeting deadline. Scheduled for June 22, 2016 at 10:00 a.m. EQIP sign-up deadline of August 19, 2016, announcement sent to newspapers.
- May 10, 2016 - EQIP sign-up public service announcement sent to newspapers.
- May 18, 2016 - Russ Johnsrud assisted with Freshwater Festival as Earth Team Volunteer.
- May 24, 2016 - NRCS held 1,000<sup>th</sup> Easement Celebration in Clay County. Minnesota had 1,000 new easements.
- May 25, 2016 - Service Center open house. Advertised by FSA on radio and in newspaper.
- June 2, 2016 - Local Workgroup public service announcement sent to Park Rapids Enterprise.
- EQIP and Conservation Stewardship plan application/contracting activities.

- Periodic field visits for practice check-outs, screenings, and conservation planning.
- FSA and CRP reviews on to do list.
- Talked to landlord about paving of parking lot. Will be paved soon (end of June). Sign has been done since June 6, 2016. Will place on building soon.
- Dan Pazdernik indicated that he would put in a request for 1/3 the cost of the 10-12 board room chairs.

Danny Weber indicated that they would cover 10-12 chairs for the board room chairs and he would put in the request June 6-7, 2016.

- A rain gutter will be installed above the back door on the office (employee entrance).
- Rent on new building is \$29.35 per square foot (didn't know square footage), compared to \$13-\$21 per square foot in old building. Term has been locked in through end of 10-year term.

### **OLD BUSINESS**

- Strategic Planning Meeting: Scheduled for Wednesday, June 5, 2016, at 9:00 a.m. Discussion regarding whether to go ahead with meeting due to hold-up on financials. Julie Kingsley reported that there has been an influx of money and will be okay to go ahead with meeting. All in approval to go with June 15, 2016, meeting date.
- August 29, 2016 - audit scheduled.
- In agreement to fill temporary position with Always There Staffing.
- June 3, 2016 - Area 8 meeting completed.
- New computer coming
- Have been authorized to purchase new office chair for Administrative Assistant.
- Email received from Tessa for enter into agreement with landlord for shed at least 15 feet from side lot. Roll-up door has been recommended. Landlord recommends waiting until parking lot has been paved for shed. Shed will be un-insulated, un-heated, and have a light available. A motion was made by Supervisor Goodrich to authorize the purchase of shed up to \$1,000, seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.

### **NEW BUSINESS**

- SWCD budget meeting scheduled for June 23, 2016.
- Received email from Bemidji newspapers for publication of Administrative Assistant position four times for two weeks in the amount of \$668.36. Would be distributed in North Dakota, South Dakota, Wisconsin, and Minnesota. First publication will be Saturday, June 11, 2016. Deadline for applying will be June 27, 2016. A motion was made by Supervisor Goodrich to allow Julie Kingsley to advertise and interview for the permanent Administrative Assistant position, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.
- Quarterly tax reports are due in July (Melissa Koebernick started working on them in June).
- Next meeting for the Water Quality/Resource Specialist performance review. There will be an option for closed meeting, but Jamin Carlson can choose to come.
- Monthly financial reports.
- Budget due to county on July 25, 2016. Budget meeting on June 23, 2016, so will be able to meet the deadline.
- Bused Menahga and Park Rapids school to Freshwater Festival at cost of around \$600. Will get information regarding what costs would be for Nevis School. Busing costs for next year's Freshwater Festival will be paid for by the schools. Park Rapids and Menahga school busing was approved by Melissa Kobernick.

- Look at revising the tree program which includes raising prices and cutting down on number of trees sold. Julie Kingsley and Jamin Carlson will create a new order form. Would like more information, including pictures on the order form.

A motion was made by Supervisor Sells to table the tree discussion until the next board meeting, seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

**CORRESPONDENCE:**

DNR compliance map for buffer initiative. All ditches have been put on the map and DNR website.

**NEXT MEETING:** The next regular meeting of the Hubbard County Board of Supervisors will be on Wednesday, July 6, 2016, at 8:30 a.m. in the office at 603 Central Avenue North, Suite 100, Park Rapids, MN.

**ADJOURNMENT:** Motion by Supervisor Sells to adjourn the meeting; meeting adjourned.

APPROVED: 7-6-16  
Date

SECRETARY Ruth Grandy  
Ruth Grandy, Secretary

Additional Corrections Completed: 11-9-16 RG (date and initial)