

## **HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT**

### **MINUTES FROM MAY 11, 2016 REGULAR BOARD MEETING**

**Corrections completed June 8, 2106**

**Additional corrections made November 9, 2016**

Minutes from the Hubbard County Soil and Water Conservation District Board of Supervisors meeting at 603 Central Ave. N., Suite 100, Park Rapids, MN.

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

Others present:       Julie Kingsley, District Manager  
                              ~~Melissa Koebernick, Administrative Assistant~~ Not present  
                              Jamin Carlson, Water Quality/Resource Specialist  
                              Dan Pazdernick, District Conservationist  
                              Ed Smith, County Commissioner

Supervisor Iles opened the meeting at 8:32 am, the Pledge of Allegiance has already been said.

#### **AGENDA AND MINUTES**

A motion was made by Supervisor Goodrich to accept the agenda with the amended additions:

- Correct the address on the Minutes to 603 Central Ave. N., Suite 100, Park Rapids, MN 56470
- Switch the numbers for Closed session to number 12 and Adjourn to 13 on the Agenda
- New Business add:
  - c. Facility and Equipment needs.
  - d. Temporary Administrative Assistant position.
  - e. Area 8 meeting Friday June 3, Administrative Building in Bemidji registration at 9 am.

A motion was made by Supervisor Sells to approve the minutes of the May 11, 2016 regular meeting, seconded by Supervisor Grandy. 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**

Ed Smith reported that Eric Buitenwerf has offered the AIS Coordinator position and has a verbal confirmation.

Hubbard County budgets are being completed by department managers at this time.

New Bicycle trail route has a preliminary route determined to connect with the trail in Itasca State Park. Preliminary findings for plans and design are now needed.

Road work is beginning for overlay preservation on Lake George, County 4.

## **REPORTS**

### **Supervisor Reports:**

#### **Supervisor Iles:**

May 5, 2016 Supervisor Iles helped sort trees for SWCD tree sales.

May 14, 2016 Supervisor Iles helped package trees for students attending the Freshwater Festival.

#### **Supervisor Goodrich:**

April 26, 2016 attended a meeting in Paynesville, MN on the AIS Starry Stonewort in Lake Koronis.

May 3, 2016 Supervisor Goodrich attended the Enbridge EIS evening meeting.

May 5, 2016 Helped sort trees for the SWCD tree sales.

May 14, 2016 Attended the Water Conference in Alexandria, MN.

May 26, 2016 Hubbard COLA meeting will host speakers Joe Schneider from Christmas Lake and Kevin Farnham for Lake Koronis.

May 29 & 30, 2016 COLA will have a large presence at the Flower and Garden Show at Park Rapids Armory.

#### **Supervisor Grandy:**

May 5, 2016 Supervisor Grandy helped sort trees for the SWCD tree sales.

#### **Supervisor Sells:**

May 3, 2016 Supervisor Sells attended the Enbridge EIS morning meeting.

May 5, 2016 Helped sort trees for SWCD tree sale.

May 10, 2016 Attended presentation "Kids on the Frontline" presented by Toxic Taters, Pesticide Action Network and White Earth Land Recovery.

May 29, 2016 attended the Flower and Garden Show at the Armory.

#### **Supervisor Rettinger:**

No report.

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

- AIS Transition work continues
- AIS Inspector Training Level 1 – 4/30/16 at Northwoods Bank
- AIS Inspector Training Level 2 – 5/5/16 at Northwoods Bank
- April 19, 2016 attended Soil Loss workshop in St. Cloud, learned NRCS tools
- WCA visits for Miller and LeRoux

- Cost Share visit on Lake LaSalle and contacted Bill Westerberg on Fredman/Theis/Crist property
- Packed and helped move the office
- First Dissolved Oxygen sampling done on Long Lake
- Tree sales May 6<sup>th</sup> and 7<sup>th</sup>
- May 18, 2016 attended Freshwater Festival

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

- County Board meeting to present 2015 Annual report and 2016 Work Plan
- May 28-29 had display board and did presentation for Flower and Garden Show
- Attended Enbridge EIS meeting May 3, submitted updated 2016 Hubbard County LWP to PUC and agencies
- May 17 set up for Freshwater Festival and bag trees for students
- May 18 held the 21<sup>st</sup> Freshwater Festival
- Site visit to Pine Haven Camp Park Rapids for possible Community Partner Grant
- North Central Regional Envirothon on May 4 at Bemidji Lake State Park
- Worked tree sales May 13, 14 and 15<sup>th</sup>
- 3 WCA site visits

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

- May is Asian Pacific Islander Month
- Reviewed “And Justice for All” poster
- CSP and EQIP updates
- Local Workgroup meeting to be scheduled
- FY 2017 sign-up deadline is August 19, 2016
- Reported Mike Stevens is looking into obtaining an American Flag for the office to be inside
- NRCS would go would consider going 1/3 on purchasing chairs for the meeting room.

**OLD BUSINESS**

Strategic Planning Meeting: Set up for Wednesday, June 15<sup>th</sup> at 9:00 am.

**NEW BUSINESS**

**Audit:** Scheduled for September 15, 2016 need to check and confirm it this is correct.

**Dept. Ag. Township Nitrate Sampling:** 6 townships participating – Todd, Henrietta, Straight River, Hubbard, Crow Wing Lake and Badoura. Letters are going out in batches followed by the kits being mailed approximately 1 week later which includes a survey to be returned with the sample kit. 2,900 letters and kits will be going out.

**Facility/Equipment:** Information on requirements from the City, our NRCS lease and Bernie Gartner about SWCD getting an outdoor storage shed for tree equipment. Chairs are needed for the conference room. FSA said they would pay for ½ of the chairs if NRCS would do the other half. NRCS said they could do 1/3 if FSA and SWCD picked up the other two thirds.

Motion made by Supervisor Goodrich, seconded by Supervisor Sells for the District Manager to work with NRCS and FSA to purchase 10 chairs for the conference room and necessary office seating, paying no more than 50% of the cost. Affirmative: All. Opposed: None. Motion carried.

**CORRESPONDENCE**

Resolution for Change of Principal Location of Office paperwork was received. Needs to be signed by Secretary Grandy and notarized. Motion by Supervisor Sells, seconded by Supervisor Rettinger to complete the form. Affirmative: All. Opposed: None. Motion carried.

**CLOSED MEETING**

Supervisor Sells made a motion, seconded by Supervisor Goodrich to go into closed session according to MN Statute 13D.05 Subd. 2D. Affirmative: All. Opposed: None. Motion carried.

Closed session ended 12:46 pm.

**RE-OPEN REGULAR BOARD MEETING:**

Supervisor Sells made a motion, seconded by Supervisor Goodrich to reconvene the regular board session. Affirmative: All. Opposed: None. Motion carried.

The regular board meeting was reconvened at 12:47 pm, May 11, 2016.

**CORRESPONDENCE continued:**

Supervisor Goodrich made a motion to accept a letter of resignation from Melissa Koebernick effective Friday, May 13, 2016, with an exit interview to be done by Supervisor Iles with Jamin Carlson attending before May 13, 2016, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Supervisor Sells made a motion that the board give the District Manager the authority to work with Always There Staffing Company Inc. to hire a full time temporary person to fill the administrative assistant position as necessary until a permanent replacement can be found. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Motion by Supervisor Goodrich to add Supervisor Sells as an alternate to the Personnel Committee until June 30, 2016. Seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.

Motion by Supervisor Sells to add Julie Kingsley, the District Manager, as a signatory to the accounts for the SWCD at Northview Bank and remove Melissa Koebernick's name from the banking accounts. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

**NEXT MEETING**

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, July 13, 2016 at 8:30 am in the office at 603 Central Ave. N., Suite 100, Park Rapids, MN.

**ADJOURNMENT**

Supervisor Sells made a motion to adjourn the meeting. Meeting adjourned.

Approved: 6-8-16 Secretary: Ruth Grandy  
Date Ruth Grandy

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