

# HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM NOVEMBER 9, 2016 REGULAR BOARD MEETING

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

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

Members absent:     Dan Pazdernik, District Conservationist

Others present:     Julie Kingsley, District Manager  
                              Annette Olson, Administrative Assistant  
                              Alicia Laturnus, Soil Conservation Technician  
                              Ed Smith, Hubbard County Commissioner  
                              Darren Newville – East Ottertail & Wadena SWCD  
                              Christine Davis – Public Affairs for Enbridge  
                              Jen Maleitzke – Public Affairs for Enbridge

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

### AGENDA AND MINUTES

Julie Kingsley asked to add to the agenda – under Old Business add – (h.) One Watershed One Plan (1Watershed 1Plan) (i.) Update Minutes. Under New Business – add (e.) Sign extension for Community Partners Grant for Pine Haven, (f.) Century Link Services and (g.) Leech Lake – 1Watershed 1Plan. Supervisor Sells asked to add under Public Input – (d.) Other

A motion was made by Supervisor Goodrich to accept the agenda as amended, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Corrections for October minutes include – Under the District Conservationist Report, change the stop work order date for Jon from October 17<sup>th</sup> to October 4<sup>th</sup>.

Supervisor Goodrich requested a change on page 2 under his report, second to last line we need to add “on Lake Koronis” after the pilot program. Under Old Business, page 4, last bullet, toward end of first line – HGML should be HTML.

Supervisor Goodrich moved to approve the minutes as amended. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.

### TREASURER’S REPORT

Treasurer Sells had no questions but would like to see the Actual vs Accrual for December. There were no questions. Supervisor Sells presented the Treasurer Report to the board, subject to the auditor’s review.

**PUBLIC INPUT:** With several visitors present everyone introduced themselves.

**Commissioner Smith:** Ed Smith asked if there were any questions for him and then reported that the County Board was trying to complete the compensation study started three years ago and that they are trying to get everyone on a comparable level for comparable positions. One union just recently settled. The county budget will probably be set December 20<sup>th</sup>. The County Board heard about the 1 Watershed 1 Plan on Nov 8, 2016. They are still working on dividing the human resources position responsibilities.

**Darren Newville:** Darren was here from EOT/Wadena SWCD to report on the Irrigation Scheduler Program and that we share a technician between Hubbard, Wadena and Todd Counties. This position had been supported through the Clean Water Fund Grant the first three years and now is supported with SWCD funds. He is now requesting \$5,000 support again for 2017. These dollars would help keep the program going by supporting the staff person who keeps the weather station in Hubbard County functioning, get information out to producers through the website they are developing, and promote the program to help increase the use of this program in our area. Last year 7 fields in Hubbard County were in this program, and with some promotion they hope to increase this number in the future. The program helps landowners to determine how much fertilizer and water to use and when to apply it on their fields. Todd County is willing to help promote the program in our area. Darren covered East Ottertail County's program and how they went from 30+ fields when he first started, to over 100 fields now and how they are using the information gathered. RDO has been very supportive of this program and mentioned that they would help set up more weather stations for the area in the future. They have been using the information gathered for their fields as well. They have a new area certifier starting for the MAWQCP Promotion next week. Darren thanked us for giving him time to present his request and for considering supporting this program again.

**Enbridge Presentation:** Jen Maleitzke and Christine Davis handed out informational folders to everyone and indicated that they have been doing presentations around the area. They covered updates and processes for the Hubbard County Sandpiper route change as well as the Sandpiper Application withdrawal, Line 3, and Line 67 (increasing pumping capacity only) projects Enbridge is working on.

They covered timelines for their project studies and what is needed to get the Supplemental Environmental Impact Statement (SEIS) completed because the line crosses state boarders, as well as the State Environmental Impact Statement (EIS).

They covered information on 'route alternatives' and 'system alternatives'. The studies to be done will cover the environmental impact of the routes - how it will affect the human population, drinking water, parks and trails, recreational areas, cultural resources, economics, natural resources including wetlands, water bodies, streams and rivers, climate change, construction impact, and cumulative impact will all be addressed. The initial project started in 2015 and the scope was just recently finalized with expectations that the EIS will be approved July 2017. Then the certificate of need and the route permit, to give them the permission to build, are expected to be complete in late 2017 or spring 2018.

They have been meeting with Emergency Responders that would be directly affected if an emergency happened, as well as reaching out to other areas to train if they were needing to help if there was an emergency. They will continue to offer training as time goes on.

They also covered their Enbridge Eco Footprint Grant. The next round will be opening this December. They encouraged us as an SWCD to apply for grant moneys available for projects like our Irrigation Specialist. They thanked us for our time to do their presentation.

## **REPORTS**

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

**Supervisor Iles:** No report.

**Supervisor Goodrich:** No report.

**Supervisor Sells:** No report.

**Supervisor Rettinger:** No report.

**Supervisor Grandy:** Supervisor Grandy announced that today would be her last day because of circumstances beyond her control she will step down from her position. She will stop back to sign any necessary papers, and then she excused herself from the meeting.

Supervisor Goodrich made a motion to accept the resignation of Supervisor Ruth Grandy effective date of December 1<sup>st</sup>, 2016, with regret of her leaving. Affirmative: Iles, Goodrich, Sells, Rettinger. Abstained: Grandy. Opposed: None. Motion carried.

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

- Worked on TRAFx counters for Hubbard AIS, final year-end reports for Wadena, and returned Wadena's signs to store over the winter.
- Research on WCA properties, maps, filing, letters and site visits.
- Started preliminary Buffer mapping in northern townships for compliant or non-compliant buffers. Worked on maps and site visits for buffer measurement on the Splittstoesser property. Initial Buffer review needs to be completed by December 31, 2016.
- Ditch Inventory – Made maps for Lifford Ariel for 10/21/16 to do the ditch inventory. Lifford Ariel also did Cass County so we were able to share the cost of bringing the helicopter in with Cass County. We are still waiting for information back from them.
- Cost Share/Conservation Delivery – meetings for Deer View Road and Edgewood Estates – both had rain event issues, working with contractors for bid process, site visits with Bill Westerburg and assistant Dylan as well as working with reports, plans and contractor information request, sent out email literature to lake shore property owners.
- Attended BWSR Academy Oct 24-26, 2016.
- Took Obwell measurements in November, the water levels seem to be up from earlier measurements.
- Next month will be working with Cost Share, Conservation Delivery, Community Partners – Pine Haven, their variance was approved so can move forward. Work with the new BuffCAT application, WCA and hope to have the Ditch Inventory available for next months meeting.

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

- Attended BWSR sessions on Tuesday and attended the 1Watershed 1Plan meeting in the evening.
- Met with Betty Larsen on Long Lake for Evergreen Estates.
- Community Partners – need the project extension signed at this meeting. Sent a certified letter to Eagle Bay and just received notice to discontinue their project.

- Leech Lake 1W1P – 10-24-16 attended evening meeting, 10-28-16 met with John Ringley and Kelly Condiff in Cass. Put packets together for County Board for Leech Lake 1 Watershed 1 Plan.
- Mississippi Headwaters WRAP – Conference call 10-19-16.
- Nitrate Testing was held November 4<sup>th</sup> – 13 people and 16 tests.
- Pineland Sands Aquafer – Pollinator/Trees – received 2 more inquiries about the program. One went with the DNR cost-share program. The grant finishes June 2017. The landowner is responsible for prepping the land and the grant covers the rest for this program.
- Tullibee Forest Stewardship – received another request that went through DNR channels and approved a 17 acre plot on Kabekona Lake, wanted to get into the Forests for the Future program with DNR. DNR ok'd because this was 'choice land' for the project.
- WCA – had phone call on voluntary restoration of problem area.
- First work session with County Commissioners on 1 Watershed 1 Plan
- Upcoming events –
  - 11/15/16-regular County Board meeting for adoption of 1W1P
  - 11/22/16-meeting with Tim Terrill, MHB 1-3pm
  - 12/2/16-Nitrate Testing in office
  - 12/4-7/16-MASWCD annual convention, Bloomington, MN at Double Tree
  - 12/13/16-JPB meeting 10-12:30- Beltrami Admin Bldg in Bemidji.

**District Conservationist Report** – Alicia Latus reported for Dan Pazdrenik on the following:

- November is National American Indian Heritage Month.
- Program Update:
  - CSP application deadline for FY2016 is 2/3/17, and EQIP eligibility deadline moved back to 12/30/16 with contract deadline on 5/12/17.
- Outreach/Educational – 11/1/16 Dan and Alicia attended the CNMP training in St. Cloud, a nutrient management planning training.
- Current activities and other items:
  - Conservation planning for EQIP, Natural Resources Inventory (NRI) deadline is December 30<sup>th</sup>- they have to check on 7 sites and report back.
  - Contract employees have been terminated with PiperCoughlin LLC at the state level, they have 90 days to resolve.
  - Dan is serving as the acting District Conservationist in the Baudette Field Office for 3 months, planning at least 1 full day, possibility 2 days per week in Baudette, in addition to responsibilities in the Park Rapids Field Office.
  - Danny Weber, NRCS Area 1 Assistant State Conservationist is retiring at the end of the week. Open house is scheduled for Thursday in Thief River Falls, MN.

Supervisor Iles called for a break at 10:30 am.

Meeting reconvened at 10:42 am.

Supervisor Iles suggested that we leave the HCSWCD Board Secretary position open until the new person starts and that he (Chair Iles) will sign any papers needed until then.

**OLD BUSINESS**

- Website update – Supervisor Goodrich will be available next week to come in and work on Annette's desktop computer to update our minutes, the Clean Water Legacy Grant items and other items needed. He will then work with Jeff after next week to put together our new site.

- MASWCD State Convention on December 4-6, 2016 – this was covered earlier and no one will be attending.
- Program ideas and publicity for January 17 SWCD gathering – The program committee will meet Thursday, November 17<sup>th</sup> at 2:00 pm. – ideas brought up for program items – to do a presentation for the Buffer Initiative Plan, 1Watershed 1Plan, things we are doing as a district, and do a nitrate testing clinic. A suggestion was made that each supervisor maybe have a small coffee break session at their local coffee shop throughout the year.
- Data Policy – Julie handed out a sample on what Mille Lacs SWCD has for their data practice. Items need to address were the cost for data research, copy costs – page 2 top and middle. Suggestion was made to update this sample and present at the next meeting.
- Our information page for BWSR website – this page was put on hold as BWSR indicated that they will be requesting an update soon, and we should wait for the update request.
- Supervisor Handbook Updates – this will be looked at after the meeting.
- Community Partners, Eagle Bay Lodge response – Julie was contacted via email that they wanted to discontinue the contract with Eagle Bay Lodge.

Don Sells made a motion to terminate/dissolve our Community Partners Grant Contract for \$22,000.00 with Eagle Bay Lodge. Seconded by Supervisor Rettinger. Affirmative: Iles, Goodrich, Sells, Rettinger. Abstained: Grandy. Opposed: None. Motion carried.

- 1Watershed 1Plan – HCSWCD needs up to 2 people to represent our SWCD for upcoming Planning and Policy Committee meetings – it could be the same person for both spots. Supervisor Sells suggested that Supervisor Goodrich be our representative and Supervisor Iles volunteered to be the alternative representative.

Supervisor Sells moved to appoint Supervisor Goodrich as the 1W1P representative for the Planning and Policy Committee with Supervisor Iles as an alternate member. Supervisor Iles seconded the motion. Affirmative: Iles, Goodrich, Sells, Rettinger. Abstained: Grandy. Opposed: None. Motion carried.

Julie read the resolution for adopting the Leech Lake River 1W1P.

Supervisor Iles moved to adopt the resolution to support the Leech Lake River 1Watershed 1Plan Project. Supervisor Goodrich seconded the motion. Affirmative: Iles, Goodrich, Sells, Rettinger. Abstained: Grandy. Opposed: None. Motion carried. Chair Iles signed the document.

- Update Past Minutes - Information was needed from the June minutes and was noticed that the minutes in our binder and on the computer were not the completed set. After checking with District Manager, Julie Kingsley, Chair Iles and Supervisor Goodrich, items were verified and the minutes were corrected and are available to be resigned by Secretary Grandy. The July minutes were not corrected as indicated at the August board meeting and were updated for Secretary Grandy also to sign.

Supervisor Goodrich moved to accept the updated July 6, 2016 minutes as corrected. Supervisor Sells seconded the motion. Affirmative: Iles, Goodrich, Sells, Rettinger. Abstained: Grandy. Opposed: None. Motion carried.

## **NEW BUSINESS**

- Formal approval of Audit Draft. All supervisors approved the Audit Draft in person or by phone or email so that the draft could be sent to State by Auditor Peterson. We now need to vote formally.

Supervisor Sells made a motion to accept the Audit Draft as presented. Supervisor Goodrich seconded the motion. Affirmative: Iles, Goodrich, Sells, Rettinger. Abstained: Grandy. Opposed: None. Motion carried.

- Northview Bank access by web. – Financial reports are not able to be prepared in time because the statements don't arrive to our office in a timely manner. Administrative Assistant now has the ability to view the checking account for items as needed. Also mentioned that the checking account is now an interest earning account and the interest will be figured and adjusted to our account as of the middle of September 2016. No action needed.
- MASWCD Minutes from 2015 Annual Meeting. This was an email sent and could have been under correspondence. No action needed.
- NRCS & SWCD Operational Agreements – just wanted us to know about the possibility of looking into additional technology options and that we may be charged per computer site. No action needed at this time.
- Community Partners Grant Agreement – Project needs extension.

Supervisor Sells moved to extend the Community Partners Grant Agreement through December 31, 2017. Supervisor Goodrich seconded. Affirmative: Iles, Goodrich, Sells, Rettinger. Abstained: Grandy. Opposed: None. Motion carried.

- Century Link Service – Our 1 year agreement with Century Link for core connect had expired making our monthly bill go up \$20.00. After the Administrative Assistant was assigned as SWCD representative our account was reestablished with the month-to-month core connect option. As of November 2016 we are on the basic month-to-month core connect for \$115/month. Other options are: 1 year for \$105/month, 2 year for \$95/month, or 3 year for \$85/month. Supervisors requested that Annette check further into what penalties might incur if you would need to opt out of our contract with something in writing to show that we would not be charged a penalty or charge. This is tabled until next month.
- Leech Lake-1 Watershed 1Plan – covered earlier.

### CORRESPONDENCE

- Thank you from Betty Larsen, Edgewood Estates was received.

### NEXT MEETING:

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, December 14, 2016, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Commissioner Smith will not be attending due to a work session. Brandon DeFoe the new NRCS Soil Scientist wants to meet everyone, approve Annual Work Plan and review next years calendar.

### ADJOURNMENT:

Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 11:50 am.

APPROVED: 12-14-16  
Date

SECRETARY Robert A. Iles  
Bob Iles, Chair/Acting Secretary