

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM SEPTEMBER 14, 2016 REGULAR BOARD MEETING

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 Rettinger, PR&I

Members absent: Don Sells, Treasurer (Supervisor Sells arrived late due to car problems.)

Others present: Julie Kingsley, District Manager
 Annette Olson, Administrative Assistant
 Jamin Carlson, Water Quality/Resource Specialist
 Dan Pazdernik, District Conservationist
 Alicia Laturnus, Soil Conservation Technician
 Ed Smith, Hubbard County Commissioner

Supervisor Iles opened the meeting at 8:36 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Julie Kingsley asked to add to the agenda - New Business: (h) Website Quote, (i) Update on Irrigation Specialists.

A motion was made by Supervisor Goodrich to accept the amended agenda, seconded by Supervisor Grandy. Affirmative: Iles, Goodrich, Grandy and Rettinger. Abstained: Sells. Opposed: None. Motion carried.

(j) Pine Haven Update was added later in the meeting.

Supervisor Iles noted on the very last page of the minutes, the date for the September meeting date should read the 14th instead of the 10th. No other corrections noted. A motion was made by Supervisor Goodrich to accept the minutes as amended for the September 14, 2016 regular board meeting, seconded by Supervisor Grandy. Affirmative: Iles, Goodrich, Grandy and Rettinger. Abstained: Sells. Opposed: None. Motion carried.

TREASURER'S REPORT

Treasurer Sells had not arrived at this time. Chair Iles suggested that we discuss the treasurers report after he arrives.

PUBLIC INPUT

Commissioner Smith:

Commissioner Smith reported that the budget process moves on with budget talks and asked for any questions. Most of the summer projects are completed, and mentioned next years' projects. Traffic quotes and fuel consumption reports that there has been less car traffic this year. Discussion on the road condition of some highways and if they are on the future schedule. Commissioner Smith commented that they had a wonderful flag dedication at the Court House by the Marine Corp League on September 6th.

Moving back to the Treasurers Report: Supervisor Sells asked for update for the new financial reports and discussed a few items on the reports presented. Supervisor Sells continued with discussion on the plat books sales looking good so far and Julie updated with information for our change of address and the tax-forfeit statement to be included in the new partial print order coming. The checking account will be changed to an interest bearing account. Annette indicated that continued work on the Treasurer's Report is being done to show an overview of our account standing and will add the beginning and ending balances for the checking account to the Quick Report and rename it as the Checkbook Register. Supervisor Sells presented the treasurers report to the board, subject to the auditor's review.

Supervisor Goodrich requested that a plat book be available to the MN Deer Hunters Association for their banquet on October 24th and have forms available for orders. Supervisor Sells asked if there might be other organizations as well and then made a resolution to offer a plat book to similar groups like Ducks Unlimited and Tall Pine Toms Turkey Club if requested. Supervisor Goodrich made a motion to authorize SWCD staff to donate to local hunting organizations as a marketing tool, a plat book, and order forms, upon request, and report back to the board. With the understanding that we keep record of who gets a donated copy, keeping in mind that we donate to non-profit organizations. Supervisor Sells second the motion. Affirmative: All. Opposed: None. Motion carried.

REPORTS

Supervisor's Reports:

Supervisor Iles:

- Visited with Melissa Koebernick a couple of times to encourage her to help Annette with the items needed for the audit and other items if needed. She came in to help locate items needed for audit and helped with a few other items.
- A bogus email came to him from Supervisor Sells requesting he send a wire transfer of funds; and he reminded us to be alert to emails coming through.

Supervisor Goodrich:

- No longer the COLA President and was given a very nicely decorated paddle as a thank-you for service.

Supervisor Sells:

- Belongs to and attended the Land Stewardship Project where they covered Trans Pacific Partnership, State Policy, Farm Bill and Health Care.
- September 15 – Attended MN SWCD Forestry Assoc. meeting in McGregor and suggests that we continue to send someone to future meetings. We were a part of the grant, and all agreed to continue to be visible. The Forestry Association promotes forestry and clean water.

Supervisor Grandy:

- No meetings attended this past month.

Supervisor Rettinger:

- No meetings attended this past month.

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

- AIS – Veliger reports and invoiced Wadena for AIS hours. Bill Don Carlos knows that volunteers will be needed for veliger testing next year.
- Obwells – New equipment training and Obwell measurements and recording.
- WCA – Site visits, maps for WCA, filed hard copies and contacts made.
- Nitrates – Clinic and inquiries (19 people came and 28 samples tested). Upload nitrate clinic results.
- Water Monitoring – Kabakona River sampling for E.coli. and Dissolved Oxygen sampling on Long Lake.
- Cost-Share/Conservation Delivery – Erosion and water course maps, Pine Haven, site visits, update from Bill Westerberg, materials and maps for Long Lake.
- Meetings – SWCD meeting on August 10 and Staff meeting on August 22.
- Other – Registered for BWSR Academy, helped Admin Asst with nitrate results upload, AIS invoicing and eLink.
- Next Month – Area VIII, Cost-Share, Buffers, Water Quality Monitoring, Ditch Inventory-checking into using a helicopter vs a drone to cut down costs, Tree Ordering, Trainings in Paynesville, Palisade, Thief River Falls and Duluth.
- Wadena AIS year-end reports.

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

- Meetings attended – Aug. 22 met with Steamboat and Garfield Lakes reps.
 - Aug. 24 with Twin Lakes Assn. on restoration of Fish Hook River.
 - Aug. 29 Audit with M. Peterson – no update at this time.
 - Presentation with DNR and meeting with Garfield/Steamboat Lake Assn. in Laporte – very well attended and received.
 - Sept. 14 – preliminary meeting with Nature Conservancy on proposal for a new grant on easements in the Crow Wing River Watershed.
- Community Partners – no bids yet for Eagle Bay Lodge and Pine Haven Camp.
- Kabekona River Bacteria sampling – sample was taken Aug. 24
- Local Water Plan Task Force – Sept. 8 - LWP Task Force to evaluate Pine Haven Camp application and update on LWP.

- Nitrate testing covered earlier.
- Obwell – Aug. 25 training on new DNR Observation well monitoring equipment. Doing 4 times/year, with sample date of August 29 and 30th.
- One Watershed One Plan – Aug. 25 initial meeting with John Ringle and Shawn Tracey from HRGreen Consulting regarding the application. Handout on Red Lake River's plan for sample. Did receive the grant and will need one supervisor and one commissioner on the committee.
- Pineland Sands Aquifer Project – Pollinator Plantings – 5 in Hubbard County - Aug. 11 and 15 site visits with Ann Oldakowski.
- Tullibee Forestry Stewardship Project – keep getting more applications and had a handout to share.
- Wild Rice Easements – Aug. 17 meeting in Brainerd going into their 5th round.
- WCA – Aug. 12 site visits. – discussed earlier in meeting.

Upcoming Events:

- Sept. 15 – Forestry meeting in McGregor.
- Sept. 20 – Kabekona bacteria sampling.
- Sept. 28 – JPB meeting 10:00 Beltrami Administration Bldg.
- Sept. 28 – Meeting with Twin Lake Association 2 pm Hubbard Community Ctr.
- Oct. 7 – Nitrate testing in office.
- Oct. 12 – Next SWCD Board Meeting.
- Oct. 24 – 26 – BWSR Academy.

District Conservationist Report – Dan Pazdernik reported on the following:

- Civic Rights - September is Hispanic Heritage Month.
- Handed out copies of the current Mutual Agreement between USDA, the State of MN and Hubbard County SWCD, USDA Non-Discrimination Statement and the USDA Anti-Harassment Policy Statement.
- Program Update – CSP the FY2017 signup is not yet announced, many changes coming to the program, training will be provided to field officers in October. EQIP – Eligibility deadline of November 30, 2016, and ranking deadline of January 13, 2017 with additional dates & deadlines to be determined.
- Outreach/Educational – Becker County SWCD cover crop demonstration – September 20th.
- Current activities and other items -- Conservation planning for EQIP
 - End of fiscal year items-performance reviews
 - PRS reporting and misc. reports
 - NRCS Area I meeting on Wed. September 21st in Thief River Falls
 - Toolkit Training in Thief River Falls on October 3rd & 4th
 - Service Center parking lot - received update from the land lord. It is planned to be paved at the end of September or first week in October and asked about getting a rain gutter over employee entrance.

Supervisor Goodrich reminded us about a flat screen television he has that is available to use if we would like and also offered information on an electric screen that he recently put up in his office that was very reasonable, mounts very easily and that we might want to consider.

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

Meeting reconvened at 10:50am.

OLD BUSINESS

- Tree Brochure – still working on and will have it done by the end of the month.
- Printer for Admin. Asst. for laptop – was purchased and is working great.
- Audit Report – the day went well and we are still waiting for results.
- 2017 Budget Update – new report was in everyone's packet – still need to update Local Capacity income dollar amount and then adjust the expense amount for the Project Expense-Local Capacity.
- BWSR update – already covered.

NEW BUSINESS

- Tree order update – we are still working on an will be ready by end of month.
- Yearend gathering/summary – We will plan to have our gathering at the Northwoods Bank on Tuesday, January 17th from 3 – 7pm. Annette will call to reserve the room from 2:00 to 8:00pm. A deposit for room and possible small equipment rent fees is needed. Supervisor Goodrich moved for the SWCD to hold a community gathering at the Northwoods Bank Community Room on January 17th from 3 – 7pm. Supervisor Iles second the motion. Affirmative: All. Opposed: None. Motion carried.
- Quick Books Desktop vs Online – Annette had information on QBOnline payroll vs myPay Solutions payroll – dollars are similar after the first year price break and needs to gather more info on Desktop vs Online to present at next months' meeting with a recommendation, keeping in mind complexity vs simplicity also.
- Update for Personnel Policy – Insurance benefit updated and passed at the July Board Meeting needs to be updated in the Personnel Policy Manual. Question now is if we need to update the insurance amount for a regular part-time employee also. Discussion was to keep the 30 hour base as regular part-time and up the dollar amount to \$100/month. Supervisor Sells made a motion to change the regular part-time insurance allowance from \$50 to \$100 for an employee working at least 30 hours per week. The motion was seconded by Supervisor Iles and brought to a vote to update the Personnel Policy to show \$100 for regular part-time employees of 30 hours or more for an insurance stipend. Affirmative: All. Opposed: None. Motion carried.
- One Watershed One Plan -- already covered.
- Information on QBO and myPay solutions – covered earlier.
- Credit Card for Annette – Supervisor Rettinger moved to get a credit card for Admin. Asst. Supervisor Grandy second the motion. Affirmative: All Opposed: None. Motion carried.
- Website Quote – Last months quote was not acceptable to the board, so Julie and Jamin met with TJ Studios from Paul Bunyan, a handout showed costs needed to

set up the website, and a then a \$100 yearly web hosting fee. A second quote was available also and we would like to be able to post our tree order form to it when done. It was decided to table until next month for Supervisor Goodrich to check with his contact Jeff Mosner in setting the website up and show us how to maintain it.

- Update Irrigation Specialist – Julie shared email from Wade on the 7 fields in Hubbard County he works with. We had a contract to pay for him from grant, that is done and now we pay him out of our local funds to continue the program.
- Pine Heaven/Local Water Plan – Community Partners Grant – Julie presented information to the board and recommended approval. The plan was available for the board to see. Supervisor Iles moved to authorize \$17,754.75 of Community Partners Money for the Pine Heaven Project. Supervisor Goodrich seconded. Affirmative: Iles, Goodrich, Sells and Rettinger. Abstained: Grandy (not present). Opposed: None. Motion carried.

CORRESPONDENCE

- Julie presented items available to look through that came to her this past month:
 - Mississippi Headwaters Habitat Corridor Easement & Acquisition Program – this doesn't affect us.
 - Identification of Priority Forests for the Minnesota Forests for Future Program – we are included in this publication.
 - DNR-Pennington County Joint Operations Facility (Groundwater: Managing an Invisible Resource).
 - An email came from MN SWCD - Links to Groundwater Data and Information.
 - Governor's Committee on Pollinator Protection Article.
 - Buffer Program Update.
 - The Red Lake River One Watershed. One Plan 60-day Review.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, October 12, 2016, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. We will be discussing Observation Well Monitoring, draft Annual Work Plan, resolutions voting and District Manager yearly performance review (set for afternoon of October 7th).

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:05pm.

APPROVED: 10-12-16
Date

SECRETARY Ruth Grandy
Ruth Grandy, Secretary