

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT
MINUTES FROM June 14, 2017 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: Lynn Goodrich, Chair
Don Sells, Vice-Chair
Bob Iles, Treasurer
Don Rettinger, Secretary
Marcel Noyes, PR&I

Others Absent: Julie Kingsley, District Manager
Ed Smith, Hubbard County Commissioner

Others present: Annette Olson, Administrative Assistant
Jamin Carlson, Water Quality/Resource Specialist
Dan Pazdernik, District Conservationist

Supervisor Goodrich opened the meeting at 8:30 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Items added to agenda: Old Business-Action Item – d. Operational Agreement with NRCS; New Business-Action Item – d. Shively-Wagner new Cost-Share contract/new plan and e. Work Session Minutes Approval. Items to remove from agenda: New Business – a. SWCD Technology Proposal and b. Area 8 Communication Contract.

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

Supervisor Iles moved to accept the May 10, 2017 minutes as presented. Supervisor Noyes seconded the motion. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Treasurer Iles mentioned that the Financial Committee met but we need more information before we can finalize the 2018 Budget and plan to bring it to the board for approval in July. No questions on the treasurer's report. Treasurer Iles presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Smith was not available for report.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- Conservation Stewardship Program -- evaluations are now due June 30th and 9 of 13 are completed.
- Environmental Quality Incentive Program – the FY2018 EQIP application deadline is August 18, 2017.

- Current Activities and other items – Ryan Galbreath is the new current temporary acting Area Conservationist for Areas 1 and 2, they will be rotating personnel to help carry the load; they are completing the CSP interviews; working on reenrollment CCRP plans; working on Wetland and Highly Erodible Land Compliance Reviews. There will be a Soil Health training on June 21st in Mahnomen and one in the Morris area on June 22nd, Jamin is scheduled to attend with NRCS staff. Dan and Jamin attended the Cooperative and Operational Agreements Teleconference on May 24th, and the Operational Agreement between NRCS and SWCD is to be signed and submitted by July 15, 2017.

REPORTS ON PROJECTS AND MEETINGS

Supervisor Goodrich: helped package trees for students attending the Freshwater Festival (FWF) and helped at the festival, and thought it went well; attended the Area 8 Meeting, Monday's work session and the MN COLA Meeting. COLA had Dr. Mike McCarthy as a speaker. His talk covered the major spread of zebra muscle infestation due to infested boat lifts and docks. Lynn is hoping to propose an incentive through COLA for people that pull their docks and/or lifts. They will be encouraged to have their docks and lifts inspected, let them stand for 30 days or over winter before moving/selling, and have them inspected again before selling or moving to another lake. Supervisor vouchers will be due in July.

Supervisor Rettinger: attended the FWF, Area 8 Meeting and the JPB Meeting and the board's work session. The JPB meeting had some interesting information on setting up service contracts for communications and advertising. JPB will hire a graphics person to create materials for SWCD's to use for Areas 1 and 8, to be funded through the Local Capacity funding for JPB. St. Philips said thank you for inviting them to the FWF. St Philips School was hit by lightning, the chimney was blown apart.

Supervisor Iles: helped package trees for students attending the FWF and helped at the festival, and thought it went well. He attended the finance committee meeting and Monday's work session. He attended the Emma and Mantrap Township Meetings the past week and will plan to attend the Clay and Clover Township Meetings next week. He will try to attend the next Thorpe Township meeting when they meet next. Mantrap Township Board expressed their appreciation of their veliger sampling done last summer and have cut a check for this years sampling.

Supervisor Sells: helped package trees for students attending the FWF and helped at the festival, and thought it went well and would like to check into some other educational presentations for future festivals that might not cost as much. He attended the finance committee meeting and Monday's work session. He inquired about the process of the Sunsetting Resolutions and reported that they are presented to all SWCD districts to look over and decide if any sunsetting might need to be reinstated, revised or not. He shared a copy of a letter stating another SWCD is tax exempt so that I can reach out to get a similar document for our district. He attended the Area Foresters Meeting on May 18th and received the survey results that indicated that a BWSR Forester Position will be happening and work out of St. Paul, and the northern portion of the NW section will be the focal point. BWSR has had someone in this position before. He also reported the amended SFIA has recently passed the MN Legislature. SFIA lands can opt out of their term early to transfer to permanent easements.

Supervisor Noyes: He helped package trees for students attending the FWF and helped at the festival, and thought it went well. He attended the finance committee meeting and Monday's work session. He was not able to attend the Mississippi Headwaters Meeting and will not be able to attend the next meeting. Twenty-seven water samples were received from Grace Lake Association and about 2/3 of the samples were from the Beltrami County with a request to send out their results via mail. He has received some emails thanking us for doing this service for them. Nitrate Testing will be done at the Laporte Independence Celebration Days and announced that the flyers for the event's schedule were out. He plans to pick up water samples from Hart Lake Township on Thursday night, August 3rd to bring to the office for testing as well. Will attend Eagle Lake Assn. meeting June 17th. Laporte Days flyer has a statement about us being there on Saturday morning. He has checked with the local newspapers to see if they could put an announcement in the paper before our Friday testing under the event section. He is also submitting monthly rainfall information.

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

- WCA – many site visits and phone calls for violations the last month, wrote 4 restoration orders and 2 notice of decisions, multiple calls on WCA questions and advise, and he has made many maps, had a TEP meeting with Matt from BWSR.
- Sampling – Kabekona E. coli sampling started June 6th (numbers came back high by Hwy 200), and has started Long Lake's Dissolved Oxygen testing on May 19.
- Nitrates – Farden nitrate clinic at Farris Park on May 6th -16 samples collected. We had 9 people at our clinic with a total of 15 samples.
- Conservation Delivery – had site visits and also inspected sites around Long Lake for CWF grant proposal on June 8th, Russ Johnsrud was a great asset to this inspection.
- Obwells – first measurements were done May 9th and 11th and data uploaded May 16th.
- Cost-Share – met with client for new plans, timelines and costs, contract will be addressed later in today's meeting. Has handed out appx. 12 applications when visiting with property owners for possible future Cost-Share projects.
- Meetings/Trainings – May 10th SWCD Board Meeting, May 24th Operational Agreement Meeting in Detroit Lakes, June 9th meeting with NRCS on operational and reimbursable agreements here in the office.
- MARC&D Grant – Eco Footprint/Enbridge First Quarter Grant Reporting due June 15th. Waiting on Henrietta Township to get the boundary lines surveyed for their in-kind part of the grant. Work on getting some preliminary plans ready to present to the township board, and then get bids out.
- Next Month – Cost-Share site visits, Community Partners, Deerview Road Project, Kabekona sampling, WCA, D.O. and veliger testings in June and July, Buffer letters and projects/drainage.

District Manager's Report: Julie Kingsley was not available for report, notes were read:

- Meetings attended – May 11-NRCS webinar on filter strip updates, May 23-SWCD Computer Server with Area 1 in Fergus Falls, June 1 Budget Committee Meeting, June 2-Area 8 meeting in Bemidji, June 8-JPB meeting in Bemidji.
- Community Partners – Jamin covered.
- Cost-Share – Jamin covered.

- Freshwater Festival – May 16 prep for festival and package trees for students attending, May 17 festival had 286 students from Nevis, Park Rapids, Walker, Laporte and St. Philips schools.
- Kabekona River Sampling – Jamin will collect from 3 sites. Samples will be taken 3 times a month in June, July, August and September.
- Leech Lake River 1W1P – May 22-Planning Committee conference call to set up Policy/Advisory Meeting, May 24-Policy Committee Meeting accepted By-Laws, budget, contracts with RESPEC then the advisory Meeting with UM Extension met and did Partnership Building, June 9-WebEx for Planning Committee, June 16-Policy Committee Meeting-will be rescheduled.
- Mississippi Headwaters WRAP – June 30-TMD: Meeting from 6-7:30 pm at Bemidji City Hall on Mississippi Headwaters Little Turtle Lake and Lake Irving.
- Nitrate Testing – July 7th in office.
- Pineland Sands Aquifer-Pollinator/trees – working on getting an extension on grant.
- WCA – on-going violations, restoration orders have been delivered.
- Upcoming Events – reschedule June 16th 1W1P Policy Committee Meeting (Walker), June 30th TMDL Meeting in Bemidji, July 1st Laporte Independence Celebration Days nitrate testing, July 7th Nitrate Clinic in office, July 12th next board meeting, July 14th Nitrate Clinic at fair grounds from 9am – 2 pm, July 15th Nitrate Clinic at fair grounds from 9 am – 2 pm.

OLD BUSINESS

- Freshwater Festival Review – ideas for next year: check on getting pastries donated from Raphael's Bakery in Bemidji (they donate donuts/pastries for events!) and pick them up the day of instead of the day before, bring a lighter that works for one of the presentations, liked the additional signs posted, event was well run, kids liked Sam Ting, Mississippi Headwaters Science Center and the Loon Presentations were done well. Although the main presenter was very well liked, we need to look for someone new to help cut our costs for the festival. (LWP grant and local donations had enough \$ to cover expenses...just f.y.i.) Tamarack Wildlife Refuge has presented in the past, but not as well received by students. Supervisors recommend that we have an evaluation for the teachers to fill out. Supervisors are to send sample questions in to staff to compile and then send out to teachers to get feedback for next years planning. Maybe find a new main presenter and attend session to see what they do. Question if need to have t-shirts.
- Laporte Independence Celebration Days – Bob and Annette will be staffing the Nitrate Clinic on July 1st from 8 am to 12:00 noon. Input on what items to take were shared. Suggestion to donate a 2016 Platbook for the Laporte raffle. Discussion to donate a second platbook for the second raffle. Supervisor Iles moved to donate a 2016 Platbook for the silent auctions at Laporte Days. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.
- (Office) Co-operative Agreement due by July 15-discussion with NRCS – A question if NRCS is okay with us either purchasing or leasing a copier/printer along with a service agreement to cover our 2nd and 3rd computer seat for the Operational Agreement. NRCS responded with either would work as long as the specks or requirements they need are met. Dan will look into getting a list of what is needed. Julie and Dan will work together to prepare the agreement with the specifics to present to the board for approval at the July

meeting. NRCS is working on a 'reimbursable agreement or in-kind services' to pay down or cover our rent to replace the 'emergency lease' we now have through FSA, no timeframe is set for the second agreement. The board is comfortable with the operational agreement for the seats as long as there is an out clause incase the rent agreement is not settled on.

- Comprehensive Local Water Management Plan Resolution – our BWSR DC, Chad notified Julie that we needed to have our new plan on file for future grants to be released. The plan was read to the board. Supervisor Iles moved to adopt the Hubbard County Comprehensive Local Water Management Plan Resolution as presented. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.
- Other Fees for Services – at the May meeting, the board requested an updated list of fees we charge for other services. Staff updated the list and the phone number needs to be corrected and add our extension. The changes for increased fees were covered. Chair Goodrich moved to adopt the Other Fees Schedule for Services list as corrected. Seconded by Supervisor Rettinger. Supervisor Sells noted that we should state the mileage as 'current federal rate', instead of 0.535 per mile, for each of the items because the mileage rate changes. Chair Goodrich restated the motion with the corrections noted. Affirmative: All. Opposed: None. Motion carried.
- Liffoff Aerials check – Our Ditch Inventory has not been able to be completed because we are missing video for 3 ditches. Recommendation to send a certified letter to the company indicating that they need to contact the office by June 28th, to set up a time with us, to complete the contract for this project that was due to be completed by December 31, 2016, or forfeit the remaining balance owed to them. This amount will then be used for a third party to complete the work needed. Julie was able to sign the letter and it is ready to send out. Supervisor Sells moved to send out the certified letter to notify Liffoff Aerial to bring the existing contract to a conclusion. Seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.
- Operational Agreement with NRCS – item discussed earlier. Chair Goodrich recommended to table until next month. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

- MASWCD Leadership Institute (Supervisors/Jamin) – This takes place in Washington DC. No one is planning to attend. Supervisor Noyes is encouraged to attend the SWCD Governance 101 session to be held in Minneapolis on September 14-15, 2017. Add to July's agenda.
- Hubbard County Fair, sign-up to man the booth and activities – schedule passed around to sign up for working at our table. Suggestion to create an 11 x 17 version of Hubbard County map for the fair to show the nitrate results from our clinics. Small packets of pollinator seeds will be put together and handed out to people that stop by to 'visit us' at our table. Don R will check into possibly finding/getting more seed.
- Renewal of newspaper subscriptions – Yearly renewal for the Park Rapids Enterprise was received. Board approval needed to pay this subscription and the Northwoods Press subscriptions. Staff was asked to check into seeing what the cost of the Walker and Bemidji papers yearly subscriptions cost and bring to the board next month. Supervisor

Sells moved to pay for both the Enterprise and the Northwoods Press yearly subscriptions. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.

- Present the 2018 Budget Draft – covered earlier-more information is needed to be able to complete our budget. Chair Goodrich moved to table this item until next month. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.
- Shively-Wagner new Cost-Share plan and contract – the new plan will be less invasive and should cost less than half of the expired contract. The board members will look over the new contract submitted during a short break.

Chair Goodrich called for a short break at 10:42 am.
Meeting reconvened at 10:58 am.

Supervisor Rettinger moved to approve the Shively-Wagner new restoration Cost-Share Project. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried. Chair Goodrich signed the contract.

- Work session minutes approval – minutes were sent out for supervisors to read through before the meeting. Supervisor Sells moved to accept the June 12th work Session notes/minutes as presented. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.

CORRESPONDENCE

Items passed around to see were: Giziibii contribution request letter, not this time; 10 Water Quality Town Hall Meetings across MN between July and October-staff will get more information and pass on to the supervisors. Crazy Days participation in Park Rapids-will pass, we will have just finished with the fair. We received thank-you notes from Laporte students that attended the FWF and a thank-you note from Girl Scout Troup 408 for Julie's presentation on wetlands, aquifers and nitrates last month. Suggestion to display the Laporte thank-you notes at the table for the nitrate testing at the Laporte event.

NEXT MEETING

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, July 12, 2017, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items to be covered are: Water Quality/Resource Specialist review, approval of 2018 Budget due to the county, start preparation for tree order, Lake George Blueberry Festival, SWCD Governance 101, subscriptions to the Walker and Bemidji newspapers with a request to add the Laporte Independence Celebration Days review, update for the 10 Water Quality Town Hall and the Operational Agreement due by July 15th.

ADJOURNMENT: Supervisor Sells moved to adjourn the meeting; meeting adjourned at 11:21 pm.

APPROVED: 7-12-2017 SECRETARY Don Rettinger
Date Don Rettinger, Secretary