

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM December 13, 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 (arrived at 8:45)
Bob Iles, Treasurer
Don Rettinger, Secretary
Marcel Noyes, PR&I

Others present: Julie Kingsley, District Manager
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist
Ed Smith, Hubbard County Commissioner
Dain Erickson, Red Canoe Graphic Design (arrived at 8:45)

Absent: Jamin Carlson, Water Quality/Resource Specialist

Supervisor Goodrich opened the meeting at 8:33 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Items added to the agenda – under New Business (d) Conservation Corps, under action items letter a-add \$125.00 to the Grantwriting Readiness item, add (f) Minnesota Conservation Volunteer and (g) Web Hosting renewal. A motion was made by Supervisor Iles to accept the agenda as amended, seconded by Supervisor Rettinger. Affirmative: Supervisors Noyes, Iles, Rettinger and Goodrich. Opposed: None, Supervisor Sell absent. Motion carried.

Chair Goodrich suggested waiting for Supervisor Sells to arrive before addressing the approval of the November 8th minutes.

TREASURER'S REPORT

Treasurer Iles had no questions and presented the treasurer's report to the board, subject to the auditors' review.

PUBLIC INPUT – Dain Erickson was running late, so we moved on to Commissioner Smith.

Commissioner Smith: Asked if any questions. He then reported that the final levy has a 2.9 percent increase. He indicated that there were more issues than normal and that some budget items took cuts with the idea that the transit tax will cover what is needed. Personnel will be moving as open positions get filled. The SWCD WCA match request was not granted. He also mentioned that if he may not be available to attend some future meetings, other commissioners plan to cover for him. He attended Todd Holman's presentation on Crow Wing River Healthy Waters and reported

that it was good and well received. A grant application will be submitted to Clean Water Funds, to cover a Nature Conservancy position to do forestry easements with Becker, Hubbard, Wadena and Cass Counties in the Crow Wing River Watershed for land protection of 20 or more acres.

The Minutes were brought up for approval: Items to correct: under the Treasurer's Report – change supervisor's to supervisors'; page 4 under New Business – change Nature's to Nature; in the following paragraph, change where to were; also need clarification in the last sentence, "He" should be Supervisor Goodrich. Supervisor Rettinger moved to accept the minutes as amended. Supervisor Noyes seconded the motion. Affirmative: All. Opposed: None. Motion carried.

Dain Erickson: Introductions around the room, then Mr. Erickson presented information on materials he is creating for the Area 8 districts to use as a brochure identifying what SWCD's do. He also suggested that we update our Logo to make it easier to read, then presented a three-logo packet that includes a main logo and 2 alternate logos if needed. He suggested that we do the update over a period starting with our website, letterhead, and business cards. He will make available to us specs for our logo and PDF files for us to send out when publishing items. He also presented designs for signs we will post at our Community Partners Grant projects that have been completed. The board agreed that they were ready to adopt the new logo. Supervisor Iles moved to adopt the Logo package as presented. The darker color logo being our main logo the alternate logos be used for dark backgrounds, a stacked logo for limited space, a grey scale, a black and white logo, and an all-white logo. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried. Staff will request quotes to make the signs needed for our Community Partner Projects, along with the quote Dain already has, to present at next month's board meeting.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- Conservation Stewardship Program – payments are due December 15, 2017 and February 17, 2018. They don't have dates for the new signup yet.
- Environmental Quality Incentives Program – eligibility and planning deadline is January 19, 2018 and they have a cost list available.
- Regional Conservation Partnership Program – the MN Agricultural Water Quality Certification applications are due March 2, 2018.
- Current activities and other items – Dan is still working out of Wadena office 2 or 3 days per week; they continue to work on EQIP practice certifications and payments and CSP payments; Lance Smith is Acting Area (1 & 2) Conservationist since October 2nd; Acting State Conservationist is Cutis Elke (from Idaho NRCS) starting December 24th for a 4-6 month period. Dan reviewed the Annual Civil Rights and Equal Opportunity Partner Discussion with the board supervisors. All supervisors signed the acknowledgement and a copy of the complete agreement was given to each supervisor.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: Attended the November 14, 2017 County Board Meeting, and will attend the Leech Lake 1W1P Advisory Meeting on December 15th, 9am at the Leech Lake Foundation and the Policy Meeting will be at 1:30pm at the County Building.

Supervisor Rettinger: Attended the County Board Meeting.

Supervisor Iles: Reported that there may be challenges to Wright County AIS inspection offsite location for next years' lake access. Paperwork was not completed properly for it to be installed for 2017 season.

Supervisor Noyes: Attended the November 17, 2017 Mississippi Headwaters Board Meeting – Atkin County will be implementing car counters to see where the heavy traffic is so they can work more closely with those areas to determine the appropriate investment of resources and money; information presented on the man-made ditches vs the natural river routes in the Atkin area; trained dogs indicated invasive species present on Steamboat Lake however none were found upon visual inspection. He attended the State Convention and reported that it was very good and other supervisors should plan to attend next year. Many sessions attended during the 3-day event. Robert Reinhart's 'Making Democracy Work'-why working at the local level is the best place to be on Sunday was very interesting, he also highlight the take outs from the 25 by 25 sessions, and the Governance 101 workshop as prime examples of local government at work. Dr. Richard Cruse Key Note presentation on Monday covered the reality of a shortage of fresh water for our future. Attended the Planetary Session which covered the need for the NRCS and SWCD to continue to work together. He also attended a buffer session, prioritization session and the evening activities. The 3rd day was the business meeting and commented that 12 of the resolutions passed pre-convention voting and the 8 requiring discussions at the convention all failed. He also provided a variety of handouts from the vendors present.

Supervisor Sells: He didn't attend the Forestry Meeting due to lack of information for the meeting, but plans to attend the next meeting. He attended the County Lake Association AIS meeting on November 29th, they discussed 2018 planning for AIS coverage for the lakes as well as other items. One concern was the fishing tournaments needing appropriate notifications and adherence to the DNR permit. These are being addressed.

Water Quality/Resource Specialist's Report: Jamin Carlson not present, Julie highlighted notes:

- WCA – completed lengthy documents for a violation that occurred over many years, SWCD will address just the most recent violations; a possible project to widen a driveway that will need to go through the TEP Panel-the request is for more than what is allowed for the type of wetland. Jamin had site visits in Henrietta, Todd, Lake Emma and Nevis Townships; a walk-in about a road easement dispute in Nevis Township and reported an Akeley Township violation.
- Ditch Inventory – ditch inventory footage should be compiled before the next board meeting and data will be put on a jump drive for the county. The Board requested to view a portion of it next month if possible.
- Meetings/Trainings – November board meeting, Grantwriting Readiness Workshop.
- Met with Bill Westerberg, Dylan and Henrietta Township members for Deerview Road design plans update.
- Buffers – waiver received earlier for extension of compliance through October 31, 2018.
- SFIA will be adding to their incentive rates with a 10-year, 20-year and 50-year contract. Information should be posted by mid-December.
- Next Month Activities will include National Wetland Inventory mapping/comments, MARC&D/Deerview Road project, more WCA, possible buffer planning, grant research, finish Ditch Inventory and work on eLINK updates.

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

- Meetings attended – Crow Wing River Healthy Water; County Board Meeting; BWSR reconciliation; received ditch inventory footage from Walker SWCD; working with Shelly Carroll on drone footage and she will compile all into one format; Friday's nitrate testing had 10 people with 12 tests (3 tested high-in Henrietta and Straight River Townships; working on eLINK updates; County Board work session; and Board Meeting.
- Community Partners – completed eLINK reporting for grant and waiting on the 10% reimbursement and working on signage for all the completed projects.
- Leech Lake 1W1P – Planning Committee conference call.
- Mississippi Headwaters WRAP – comments on final report of WRAP for MPCA.
- Upcoming Events – Leech Lake 1W1P Advisory meeting, Friday, December 15th, 9am at the Leech Lake Foundation new office and Planning Committee meeting at 1:30 at the Court House; next board meeting January 10, 2018.
- January 3, 2018 the JPB will meet to plan the 2018 calendar in the morning and will hold their first meeting of the year in the afternoon.

OLD BUSINESS

- State Convention – Supervisor Noyes covered in his report.

NEW BUSINESS

- Review 2018 Calendar – a draft was presented to the board to look over and be ready to address at next meeting.
- Request for receipts – large reimbursements submissions would be appreciated within the expended quarter for bookkeeping.
- Sexual harassment video for MCIT – staff was requested to order the video for the supervisors to view.
- Conservation Corp – sent in an application for a 5-person crew to work on one property, to make it compliant to the Buffer Law
- Grantwriting Readiness Workshop – informed the board about the workshop Jamin was able to attend on grant writing.
- Approval of Annual Work Plan – presented a copy of the plan to the board for approval. Supervisor Rettinger moved to approve the Annual Work Plan as presented. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion passed.
- Personnel Concepts poster renewal – Board suggested to search and print the one poster needed to complete the required posting the NRCS provides. Staff will work on it with Supervisor Goodrich.
- Grazing Workshop Speaker – Thor and Dana Didrikson are scheduled to be our main speakers at the January 31st Grazing Workshop at the Guthrie Community Center. The Minnesota Nice Cafe will cater the lunch, Raphael's will donate donuts and cookies and Coca-Cola will provide beverages for the event. Supervisor Iles made a motion to approve the SWCD participation in and the expenses of the 2018 Grazing Workshop. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion passed.
- Policies for “unforeseen office closing” – The board recommend that a short policy be drafted and brought to the board for approval. Supervisor Iles, Noyes and District Manager will meet as a sub-committee to draft a policy. Until a policy is approved the

board wanted to have a temporary plan in place in-case of an emergency, either by governmental shutdown or a natural disaster or accident. Supervisor Goodrich moved to authorize the staff to take the necessary steps to be able to continue to work at home in the event of a federal government shutdown or other emergencies where the office would have to close. This action will commence on December 13, 2017 and expire March 14, 2018 unless superseded by a permanent policy developed and approved by the Board. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion passed. The sub-committee planned their meeting on January 5, 2018.

- Minnesota Conservation Volunteer – Supervisor Sells moved to donate \$100.00 to the MN Conservation Volunteer for 2018. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion passed.
- Web hosting renewal – The board indicated that we should continue with our present web host, Paul Bunyan Communications, and check into a possible multiple year discount. Staff will also check on what will need to be done in case the office would have to close.

CORRESPONDENCE: Items include: PERA sent a notice of their intent to send the second-Rate Increase Aid for 2017; a thank you note was received from Jeff/MARCO; the dividend from MCIT was received; the refreshment list for 2018; a thank you note from Deer Hunters Association and congratulations on getting their grant for Mucky Creek; a few items proposed for possible updates to the Employee Policy Handbook. Julie received a draft, to review and comment on, for Laporte developing a well head protection plan for their drinking water supply; Central MN Irrigators Corporation will be holding a conference on irrigation - January 18th in Detroit Lakes; an online version of irrigation schedulers workshop for producers in our area, East Ottertail will be holding their irrigation clinic on February 8th at Thumper Pond and Julie would like to attend. Mapping Solutions sent us posters for Christmas plat book sales. We will create a new one stating “current platbook” to use through 2018.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, January 10, 2017, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items for the agenda for the next meeting include: Area 8 Meeting; awareness articles for newspaper; review Personnel Policy Handbook; JPB Meeting; declare a bank and newspaper for legal notices; Grazing Workshop update; Personnel Poster; Policy for emergency closing of office. Refreshments by Lynn Goodrich.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting at 11:58 am.

APPROVED: 1-10-2018 SECRETARY Donald Rettinger
Date Don Rettinger, Secretary

