

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM January 10, 2018 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: Dan Pazdernik, District Conservationist

Others present: Julie Kingsley, District Manager
Annette Olson, Administrative Assistant
Jamin Carlson, Water Quality/Resource Specialist
Dan Stacey, Hubbard County Commissioner (arrived at 8:55am)

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

AGENDA AND MINUTES

Items add to the agenda: District Conservationist is absent; under New Business-action items: a) Area 8 Dues (\$225), Web Host and Domain bills.

Supervisor Goodrich moved to approve the agenda as amended, seconded by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Supervisor Iles requested correction on top of page 3, in his report: change statement to read – ‘Reported there may be challenges to the Wright County plan for the AIS inspection offsite location for the next year’s lake access.’ **Supervisor Sells moved to approve the minutes as corrected. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

TREASURER’S REPORT

Treasurer Iles questioned the salaries amount in the Balance Sheet. The amount in question was for the start of year-end closeout. Staff announced that there was a typo in the 2017 Grant balance on the ‘Treasurers Report’ and distributed a corrected report to the supervisors and staff. Treasurer Iles presented the updated treasurer’s report to the board, subject to the auditor’s review.

PUBLIC INPUT: Commissioner not present at this time.

DISTRICT CONSERVATIONIST: No report, Dan Pazdernik had prior commitments.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: Attended the Leech Lake 1W1P Advisory and Policy meeting December 15th. Meeting had good attendance but we are encouraging attendance from several other key LGUs and organizations. Next meetings will have more decisions being formulated to present to the policy committee for their consideration. Kelly Condiff will cover if John Ringley is not able to attend meetings.

Supervisor Rettinger: Attended the JPB meeting January 3rd. He announced the elected officers. He also mentioned that the JPB is planning future JAA trainings. Julie explained that the JPB has funding through the Local Capacity grant to provide training for JAA or TAA for SWCD's and can also help with future big projects if requested. Also mentioned that the engineers are already fully scheduled for 2018.

Supervisor Iles: Attended the January 5th policy meeting to establish a Hubbard County SWCD Telecommuting Policy and will discuss later on the agenda.

Supervisor Sells: Mentioned that East Ottertail is sponsoring an irrigation clinic scheduled at Thumper Pond on February 8th, register by February 2nd. He also reported on items from the last Forester Meeting's minutes, that he didn't attend. Their guest speaker talked about a 3-year feasibility study to bring elk back into northeast Minnesota. The forester will be funded until 2019 and the Forestry Association will write another grant. The Forestry Association will be doing a presentation at the next SWCD State Convention. There is a workshop scheduled for forestry landowners on timber and wildlife on January 20th at Sandstone, MN. He plans to attend the next forestry meeting on January 18th.

Supervisor Noyes: Attended Mississippi Headwaters Meeting on December 15th and reported that they plan to use GEO fencing instead of car counters. He attended the Leech Lake 1W1P policy meeting in the afternoon of the 15th. He attended the SWCD policy committee meeting on January 5th to work on telework policy. He distributed Grazing Workshop flyers to local businesses, churches and schools in Cass Lake, Walker and Laporte.

Back to Public Input: Commissioner Stacey attended for Ed Smith and reported that the Ditch Inventory presentation Jamin and Julie did on the 9th was very interesting and brought many questions.

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

- WCA – met with client to clarify restoration orders and assist with wetland credits; sent out Notice of Application (NOA) for a driveway project; read through delineation, new application for an excavation project; research properties for wetland questions in Lakeport and Mantrap townships.
- Ditch Inventory – multiple meetings with SC Recon to complete ditch footage. Presented the information to the County Board on January 9th.

- MARC&D – meetings to go forward with design plans, meeting timelines and BMP placements.
- Buffers – reviewed the new aerial photography and found some parcels that will need site visits to verify compliance. Letters will be sent out to landowners to notify prior to site visit.
- General – reviewed and commented on Mississippi Headwaters WRAPS and submitted.
- Next Month – will be working on National Wetlands Inventory mapping/comments, MARC&D Deerview Road Project, WCA, Buffer letters, Grant Research and Obwells.

A request to Commissioner Stacey for an update on the Buffer Law: The County has a draft buffer ordinance that is being reviewed by BWSR. More discussion required on what needs to be done and what the timeline and procedures would be, if new parcels are found out of compliance.

A request to Commissioner Stacey for an update on the AIS: The County is in the process of looking for someone to fill that position as well as the many other positions now vacant at the county.

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

- Attended Leech Lake Area Watershed Foundation meeting on Forestry Easements; County Board meeting to request the use of NRBG Shoreland monies for our WCA match-approved; Area 8 Planning meeting and Area 8 JPB meeting; Conference call for the 2018 Envirothon, explained process of the event – State Envirothon will be May 2nd at Bemidji State Park; SWCD Policy Committee meeting.
- Leech Lake River 1W1P – attended the advisory and the policy meetings.
- Mississippi Headwaters WRAP – the final draft should be out in February.
- Nitrate Testing – in-house testing on January 5th.
- WCA – waiting on wetland credit purchase for 2 clients to be able to do certificate of completions.
- Upcoming events – 1/18/18-Foresters Meeting; 1/18/18-CMIC Irrigation clinic in Detroit Lakes; 1/19/18-Guided corn stalk meeting at the C'mon Inn, Park Rapids; 1/24/18-Crow Wing Healthy Waters Meeting-\$2,000,000 grant with Becker and TNC; 1/25/18-Leech Lake 1W1P Advisory Meeting at LLAWF in Walker; 1/31/18-Grazing Workshop at Guthrie Community Center; 2/7/18-MACDE Meeting at Stearns County; 2/8/18-East Ottertail Irrigation Clinic at Thumper Pond; and 2/14/18-next SWCD Board Meeting. Area 8 will be hosting the convention in December and we need to participate.

OLD BUSINESS

- Area 8 Meetings: last dates received for this year's calendar were announced and the updated 2018 Calendar of Events will be sent out.
- MCIT video: staff called to check out the required video for supervisors to watch on sexual harassment, it is not available until spring.
- Personnel Concepts posters: required equal opportunity employer posters were printed off and will be posted.
- Grazing Workshop update: flyers were printed and mailed out last week and we already have the first registration, MN Nice Café will be catering again, Raphael's are donating

donuts and cookies for snack and desert and Coca-Cola will donate beverage. Staff printed additional posters and flyers for supervisors as requested.

- Logo Design: Dain Erickson was asked to revamp the approved logo to make 'Hubbard County' smaller than the 'Soil and Water Conservation District'. Sample was given to supervisors to approve. **Supervisor Sells moved to approve the new version of the new logo. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.** Quotes were requested for signs to post by completed Community Partner Grant projects. Quotes received from Upland Advertising & Design, LLC and Innovative Sign & Graffix. **Supervisor Iles moved to authorize staff to order up to 20 signs, from Upland Advertising & Design, for projects already in-ground. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**
- Approve 2018 Calendar: **Supervisor Sells moved to approve the calendar as presented. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**
- Policy for office closing: Policy committee presented their draft policy and an agreement form for each staff member to complete if telecommuting is needed in the event of a natural or manmade disaster or governmental shut-down. Discussion on recommended updates. **Supervisor Sells moved to approve the amended Hubbard County SWCD Telecommuting Policy and Temporary Telework Application & Agreement. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.** Completed agreements would be signed and filed in the employees personnel file.

NEW BUSINESS

- Notice of IRS 2018 Mileage Rate: Staff updated the board on the new mileage rate for 2018 – business travel = \$0.545/mile, medical and moving travel = \$0.18/mile and charitable organization travel = \$0.14/mile.
- Crow Wing Watershed Healthy Waters Easement Project: covered earlier.
- Review of Personnel Policy Handbook: Add the Tennessen Warning to back of handbook, include month breakdown for Annual Leave periods, clarify the Compensation and Performance section and remove part of the fourth paragraph, Termination section add additional information, increase reimbursement allowance from \$40 to \$45 per day. **Supervisor Iles moved to approve the amended Personnel Policy as presented. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**
- MASWCD (\$3,241.65), SWCD Forestry (\$60.00) and Area VIII (\$225.00) yearly dues: **Supervisor Sells moved to pay the yearly dues as presented. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**
- Web hosting yearly fee (\$100.00) and Fee for Domain Name (\$20.16): **Supervisor Sells moved to approve the web hosting fees and domain fees. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**
- MCIT Insurance Premium: Invoices for Personal Comprehensive (\$2,155.00), Workers Comp (\$1,466.00) and Audited Workers Comp (\$50.00) premiums. **Supervisor Sells moved to pay the invoices for yearly premiums. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**

- Mississippi Headwaters 1W1P Grant Application: Beltrami SWCD Staff is requesting Hubbard SWCD supervisors to send a letter of support for Beltrami to do the application. Julie presented a resolution to our support. Discussion covered whether we support their application and that the County, although not in favor at this time, could reconsider their position in the future. **Supervisor Noyes proposed to proceed with executing the document and submitting it to Beltrami SWCD in support of their application for Mississippi Headwaters 1W1P. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.** Chair Goodrich signed the document. Resolution will be sent to Beltrami SWCD.
- Approval of Pay Equity Report (due 1/31/18): staff presented the pay equity report showing present staff and the minimum and maximum wages per month for 2017 per their equation. **Supervisor Iles moved to approve the pay equity report as presented. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**
- Declare a bank: **Supervisor Sells moved to continue with Northview Bank as our banking institution. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**
- Declare official newspaper: Staff presented quotes to the board from both area newspapers. Discussion also covered a possible article for a new 'opinion page' in the Enterprise newspaper. **Supervisor Sells moved to declare the Park Rapids Enterprise as our official newspaper for 2018 for public notices. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.** Requested topic suggestions and commitments to author future quarterly articles from staff and supervisors.

CORRESPONDENCE: information presented – MASWCD accomplishments, Enterprise sent out announcement on their expansion of their print to digital offerings, township nitrate maps handed out to supervisors, updated staff directory, new posters for platbook sales, Sustainable Forest Incentive Act (SFIA) rates were presented and some discussion, MASWCD Legislative Briefing and day at the Capitol – March 12&13, 2018. Pre-registration is needed. Julie gave an overview on what will be included in the 2018 Local Capacity Grant work plan, after more information is compiled. Board requested the information be compiled and sent out to them to review. Discussed options for and impact that a future office relocation would have on the Local Capacity Grant Planning.

NEXT MEETING: The next regular board meeting of the Hubbard County SWCD Board of Supervisors will be on Wednesday, February 14, 2018, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on agenda: Review Strategic Planning, Consumer Price Index and refreshments by Don Rettinger.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned by Chair Goodrich at 11:28 pm.

APPROVED: 2-14-2018

Date

SECRETARY: Don Rettinger

Don Rettinger, Secretary