

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM September 12, 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 present: Julie Kingsley, District Manager
William Lee, Water Quality Resource Specialist
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist
Ed Smith, Hubbard County Commissioner

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

AGENDA AND MINUTES

Items added to the agenda – under Old Business - Action Items b. Pierce Project; under New Business - Non Action d. Raise credit card limit. **A motion was made by Supervisor Iles to accept the agenda as amended, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

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

TREASURER'S REPORT

Treasurer Iles had no questions and mentioned that 2 CD's will mature and will be left to roll over into the next year. Staff noted a couple of small dollar items that will be adjusted in September: requesting tax reimbursement for Office 365 for Admin. Asst. lap top and Quick Books monthly entry fee was short \$10. BWSR recently approved the unused 2016 Local Capacity grant dollars to be expended toward our Forest Stewardship Plans and staff will do the transfer from the 2017 and 2018 Local Capacity Grant accounts into the 2016 Local Capacity Grant account in September, to expend remaining funds before the grant expires in December 2018. Treasurer Iles presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Smith: Commissioner Smith announced that budget work is still going on and the levy should be set next Tuesday, September 18th. They are still working on pursuing

certification for the nursing home to care for veterans under the VA. Roadwork on Highway 89 is due for an overlay, Highway 9 is completed and Highway 29 is in progress. He also mentioned that there is a proposal from the DNR to purchase 2,500 acres of the Potlatch land, also known as the Sheep Ranch, in Clay Township which lies between other county forfeited land.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following: Dan reported that September is Hispanic Heritage Recognition month.

- Conservation Stewardship Program – no signup information yet
- Environmental Quality incentives Program – 2019 payment rates were announced but no information on the program timelines at this time
- Current Activities and other items: Alan Lepp is the new Assistant State Conservationist for Areas 1 & 2; Alicia helped complete CRP for Roseau County last week; Dan is completing FSA compliance reviews for Hubbard and Wadena areas; they have done several field visits for practice certifications to conservation planning; all USDA computer seats are now upgraded to Windows 10; Alan Lepp (NRCS) and Mark Bertrum (FSA) completed an accessibility review for handicap and safety requirements for our office on August 23rd and findings will be forwarded on; Dan attended the Forest Stand Improvement training on August 28th & 29th in Palisade, MN; NRCS employee meeting was held in Detroit Lakes for Areas 1 & 2 on September 5th, the new State Conservationist, Troy Daniell was there; Dan will attend the Contracting Officer training on September 26; the new Reorganization Plan will be starting with hiring a new Team Lead for our area then Dan will no longer be covering Wadena, but his duties will extend north; performance reviews are coming up.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: Chair Goodrich attended both the advisory and policy committee meetings for Leech Lake 1W1P with Will. The 1W1P Board prioritized areas needing work in the watershed and put together the first draft. Information was handed out. Cass County will remain the fiscal agent. He mentioned that an infestation of Starry Stonewort was found in Wolf Lake, a wildlife protection area in the northern part of Hubbard County. He also mentioned that a report on the AIS inspection program should be coming soon to COLA.

A question was asked on how the camera's installed on Kabekona Lake public access was going. They are still using full time inspectors at the public access.

Supervisor Sells: Supervisor Sells announced that the SWCD Forestry Association will meet September 19th and plans to attend. He and staff participated in the conference call held on September 6th for the State Conference Planning Committee. Activities for the annual conference were discussed. There will be a convention update at the Area 8 meeting, in Wadena, MN.

Supervisor Noyes: He attended the Mississippi Headwaters Meeting and company representatives were present to discuss/explain the GEO Fencing report. More information will be presented at the November meeting. There was discussion on JPA's and MOA's. The Mississippi Headwater Board members would rather go with MOA. They have concerns of SWCD & DNR level of power retention. A Hendrickson resident called with concerns of the DNR spraying Hybrid Cattails (an invasive species) in a swamp near their well. The issue was addressed with staff. Staff researched, and information was passed on to involved parties. Marcel mentioned a concern of our decreasing finances and suggested reaching out to the Garfield Ice Racers Board to request matching funds for future projects in the Hart Lake area. We should look for other "like" ways to help fund projects.

Supervisor Iles: Nothing to report.

Supervisor Rettinger: Helped with the nitrate clinic at the Becida Days on September 1st. We had 19 clients and 24 tests. Supervisor Goodrich indicated that we should plan to do this clinic there again next year.

Administrative Assistant's Report: Annette Olson notes covered the following:

- 2019 MCIT estimated contribution notice – requested an update to add car on again
- Grant tracking – updated before audit.
- MARC&D – final submission sent off mid August, maintenance agreement sent out with an updated final report September 6th.
- Nitrate clinics held – the Becida clinic had 24 samples and the September 7th in-office clinic had 9 samples.
- Forest Stewardship – staff gave an update on acres covered and amount of grant dollars still available, staff plans to send out letters to possible new clients and BWSR approved us using remaining 2016 Local Capacity Grant dollars to be used towards this program.
- Auditors were here on August 29th and indicated they had everything they needed and will report back towards the end of the year with findings.

Items added on to report include:

- Plat books – verified the information we will include above maps about our SWCD and programs and sent wall map information to the county township clerk/secretary to forward on to the township clerks.
- Tree order form draft passed around to look at – it will be ready for the September COLA Meeting, after a couple corrections.
- Fall newsletter – asked for articles from supervisors to be turned in by Friday.

Water Quality/Resource Specialist's Report: Will Lee reported on the following:

- General items: now has his LincPass, many IT issues throughout the month, now has loaner laptop from IT until new computer comes in.
- Worked on a cost estimate for possible 2019 veliger sampling requested by COLA
- Covered the August in-house nitrate clinic – 21 samples.
- Deerview project – Henrietta Township will be sending their last payment out soon, assessed the cover crop and it looks good – this will complete the project
- Attended both Leech Lake 1W1P advisory and policy meetings.
- Put together information for our wetland pack for the 2019 tree order.

- Checked out sites for possible future CWF and State Cost Share projects with Bill Westerberg for engineering needs in Lake Hattie and Hubbard Townships.
- Worked most of last 2 weeks on the Clean Water Funds grant proposal for Long Lake.
- Buffers – drafted MOA proposal; created plans and cost estimates for Pierce project; meeting/training in Detroit Lakes on August 16th; created draft for 3-year inspection plan for SWCD Buffer Strip Law Monitoring.
- WCA – created a master spreadsheet for WCA information, sent letters out for WCA issues and did 3 site visits for WCA.
- Sampling/Monitoring – water chemistry on Hart Lake (8/6) and Lake Alice, George and Benedict (8/9); E. coli sampling on Kabekona (8/6); Obwells on August 13, 14 & last one rechecked on the 15th.

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

- Deerview Road financials and end report were submitted before her vacation, then final statements and maintenance plan were submitted on September 6th.
- Kabekona E. coli sampling – Bob Gack just did the final testing, all but 1 test result was well under recommended amounts.
- Leech Lake 1W1P – planning committee conference call on September 13th, and a Doodle Poll for the next meeting.
- Mississippi Headwaters 1W1P – plan was accepted/endorsed, and more information will be coming, we are looking for a board supervisor to attend the meetings along with Will (Supervisor Noyes volunteered and will be our representative with Supervisor Sells as the alternate).
- Nature Conservancy-Crow Wing Healthy Waters – they are working on the final stages for a MOA to fund the new position, staff worked on ranking the top 15 parcels.
- WCA – regional training for Will and Julie in Thief River Falls on September 17th.
- Area 8 Fall Tour will be September 27, and meeting will be September 28 in Sebek.

OLD BUSINESS

- Other District Social Media – 74% of the 90 Minnesota SWCD districts have Facebook. Staff suggest that we also set up a Facebook to announce/show what we are doing. No cost to set up, site would be to post short pieces on what is new and what we are doing and refer to our website for more information. Staff would need to visit the site every workday. The Board authorized staff to set it up.
- Review Job Description and Evaluations – All items were sent out to the Board after the last meeting to review. Supervisor Noyes indicated that there were several places that repeat in each description. **Supervisor Iles moved to accept the Job Descriptions (with suggested updates) and Evaluations as presented with the idea that they can be amended at a future date. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**
 - Pierce Project – Staff presented the specifics of the updated project, anticipated in-kind help and projected costs of materials to put in fencing/gates and upgrade the cattle crossing. Itemized costs at this time is \$2,638.68 and would like to include a little extra for unknown costs. **Supervisor Sells moved to authorize to up to \$4,000 to complete the Pierce Project. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.** Staff will check on what permits, and approvals are needed from the County and DNR.

NEW BUSINESS

- 2019 Tree Order Form – staff presented species offering for the sale and passed copies around to look over.
- DNR Forestry & MASWCD – Needing nominations and supporting material for an Outstanding Forest Steward. Suggestions: Gary Roerke, the Boy Scout Camp, and Carter & Florence Hedeem; staff will check into sending in nominations.
- Fees for Services – staff highlighted items suggested updating and discussed a Water Quality Package; supervisors suggested that we do a couple of hypothetical samples to have as a presentation or to show on paper as a handout.
- Raising Credit Card Limit – staff is requesting the need to have a higher limit on the district manager's credit card to help cover larger purchases like the new computer we are ordering for the WQRS position – his hard drive quit. **Supervisor Noyes moved to increase the District Manager's card to \$10,000.00 and get a credit card for our Water Quality Resource Specialist. Supervisor Rettinger seconded. Affirmative: Supervisor Goodrich, Rettinger, Iles and Noyes. No vote: Supervisor Sells. Motion passed.**
- BWSR Academy for staff – discussion on cost of academy and hotel for all staff to attend all three days (October 29, 30 and 31st) at Breezy Point.

Mr. Pazdernik and Commissioner Smith needed to leave (10:45am).

CORRESPONDENCE

- 2019 PERA Rate Increase Aid Notice – we received notice that we will be receiving 2 – \$200.50 payments again next year.
- Requested signatures on a sympathy card and send to our past board supervisor Carol Berg – her husband recently died in a farm accident, a collection from supervisors was collected for a donation to a memorial of her choice.
- Call for nominations for the new MASWCD President and Vice President to be voted on at annual convention, none given; planning committee members should plan to attend and encouraged others to attend also; we are hosting and so should plan to help and also plan to make a display; discussed donating a 'basket' with local area produced items. Items should be brought to our next board meeting to see what else we might need to add.
- Forestry Meeting will be on September 19th at 9:30 am in McGregor, MN and Supervisor Sells plans to attend.

Back to New Business:

- Buffer Compliance Tracking Plan – staff presented the Hubbard County SWCD Buffer Strip Law Monitoring Plan Map and the specifics that BWSR requires us to post on our website and to do spot checks on a three-year rotation plan. Supervisor Iles suggested to add another item to offer our contact information if anyone would like to report a concern. **Supervisor Sells moved to approve the plan as drafted by staff with indicated corrections. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion passed.**

Julie commented that she would like to ask the County Board for a portion of the \$50,000 County Buffer Grant money they receive each year to help us cover costs incurred with our

yearly buffer activity, the new Buffer Compliance Tracking Plan and other activities. The Board discussed how they would like this request to be handled.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, October 10, 2018, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Supervisor Iles will have refreshments. Items on the agenda: awareness article for newspaper, review annual work plan draft, resolutions-voting, District Manager yearly review (Oct 15).

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 11:20 am.

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