

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

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

Others absent: Dan Pazdernik, District Conservationist

Supervisor Goodrich opened the meeting at 8:31 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Corrections and items added to the agenda – Supervisor Sells requested #11 be corrected to read November instead of October. Items added to the agenda include: under Old Business-Action Items: b. MASWCD Conservation Registration & Rooms; c. HEPA/Privacy with Clients; under New Business-Action Items: d. NACD 2019 Survey; e. 2017 Management Representation Letter from Auditor; f. NACD Conservation Investment; g. Audit Draft. **A motion was made by Supervisor Iles to accept the agenda as amended, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

Supervisor Sells requested corrections as follows: page 3 – change loner to loaner under second bullet for WQRS Report; page 4 – indorsed to endorsed under fourth bullet of District Manager Report; page 6 – under Next Meeting change November to October. **Supervisor Sells moved to accept the minutes as amended. Supervisor Noyes seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

TREASURER'S REPORT

Treasurer Iles had no questions and staff reported that voided check # 10890 was not included in the report. Supervisor Iles presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Smith: Commissioner Smith reported that the county is still having budget conversations. Planning Commission Meeting had a good turn out concerning the RV variance

at Long Lake. Supervisors and staff thanked Mr. Smith for his support with our request for additional buffer funding at their last board meeting. Supervisor Iles thanked the County Board for arranging to pickup the bags from the trash picked up along County 4. Question on how the transfer station was coming. The project is coming along and looking at a completion date in April 2019.

DISTRICT CONSERVATIONIST

Dan Pazdernik was not available to report.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: He attended the Area 8 Tour and Meeting. The new State Conservationist, Troy Daniell was in attendance and spoke for an extended period. He helped with the Area 8 financial audit at the meeting on Oct. 28. While attending the October 27th HCCOLA meeting he explained and distributed the Restore the Shore (RTS) tree order forms and the SWCD new fee for service list. He attended the Leech Lake 1W1P Advisory & Policy Meeting last week where they went over the implementation spreadsheet for the proposed plan. The A&P group ran out of time working on the edits and recommendations at the meeting and continued their discussion with a conference call on October 9th. He started visiting the Townships in his district again with the new Nitrate testing maps and flyers.

Supervisor Noyes: He attended the Area 8 Tour and Meeting. He also attended the Lakeport Township meeting and gave them a Nitrate Map showing their well test results. He attended the Laporte City Council meeting where he provided some information to them. He also attended the Farden Township meeting. They also liked the nitrate map test results and would like information on the wells tested in the old Farden Township Landfill area if possible. Staff will check into that with PCA contacts. Supervisor Noyes was not able to attend the Mississippi Headwaters meeting due to the Area 8 scheduled tour. Laporte Lions put on an appreciation meal where Commissioner Dan Stacey was in attendance.

Supervisor Rettinger: Did District Manager evaluation and attended the Area 8 Tour.

Supervisor Sells: Attended the Area 8 Tour and Meeting. He also attended the forestry meeting on September 19th, where Alexis Grindle, from the U of M-Duluth, did a presentation on Forest Management for Wildlife. Ideas for working with loggers will be addressed at the next meeting. No mention on future use of teleconferencing for their meetings.

Commissioner Smith announced that the county is looking over their forest harvest and what is going on within their forest management plan.

Supervisor Iles: Attended the Area 8 meeting.

Supervisor Goodrich mentioned that we should discuss the tour because we will be putting on a tour in the next few years. Supervisor Noyes suggest that we table this discussion until a later date because of our full agenda.

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

- MCIT sent new estimate for our 2019 quote. That will probably change with the new computer just purchased for the WQRS.
- BWSR Grant Specialist has not gotten back to us on the 2016 reconciliation and the journal entry was done to move Forestry Plan expended grant dollars into this account as cleared by BWSR District Conservationist Severts.
- MARC&D final reimbursement check was received and issued in September to complete this local grant.
- Nitrate Clinic – reported that our in-house clinic on October 5th had 10 clients and 14 tests run. Several samples tested high from Henrietta, Todd and Straight River Townships.
- Forest Stewardship – update on the number of acres in new and renewed plans that have been completed, that are being worked on. We still have grant dollars available for approximately 800 acres in our allocated grant dollars.
- Attended the Wadena Area 8 Tour and Meeting.
- Cost-Share – helped client prep cost-share project for sealing of abandoned well on their property.
- Newsletter/Tree Order Forms – Newsletter and order forms were completed and mailed out the end of September.
- Prepared month end financial reports and board packets.
- Also reported that the audit draft showed up yesterday afternoon and was sent on to everyone.
- Additional information about what nitrates are, what the numbers mean, and number of test done per year will be added to the nitrate maps printed out for future year end maps.

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

- New computer ordered and is with IT for set up.
- Wrote several articles for newsletter.
- Update fees for services – added extended breakdown examples to show what the fee amount might be for similar lakes. Will plans to do a presentation at the October and Spring COLA meetings. Supervisors requested that they get an electronic copy of this information.
- Worked on identifying and mapping parcels for conservation easements in the Crow Wing 1W1P area.
- Bob G pulled the TrafX counters and Will put the reports together for lake associations who requested this information. All were billed, and all have paid.
- Used comp & compressed time to volunteer for the Trout Unlimited's brush clearing-habitat improvement project on the Kabekona River.
- Attended the Wadena Area 8 Tour and Meeting.
- WCA update – attended training in Thief River Falls and gave update on several calls and site visits for possible violations or checking on requests for possible updates to private parcels.
- Buffers – worked on arranging workers and supplies to do the Laporte buffer project. We will be fixing the buffer part of the project and keep the E.coli project in mind for improving the cattle water accessibility with future cost share grant dollars. Met with County Commissioners to request funds and present our MOA suggested by BWSR.

- Cost-Share – final visits to Deerview to assess the cover crop and found Buckthorne that will need to be removed soon. Working on a possible new project for next spring in the Lakeport Township.
- Water Monitoring and sampling – last D.O. sampling on Long Lake, last water chemistry sampling on Hart, Alice, George and Benedict and last E.coli sample on Kabekona River were done in September.

District Manager's Report: Julie Kingsley notes covered the following:

- Meetings attended: Wadena's Area 8 Tour and Meeting; COLA meeting and performance review.
- Buffer Law – helped confirm parcels coming out of CRP that are on public waters, found 3 more sites to inspect; met with County Commissioners regarding a (BWSR recommended) Buffer MOA and additional funding for our District. County did not like the MOA presented, they felt their ordinance covered it, and our request for additional funds was denied (vote of 2 for and 3 against).
- Forest Stewardship – update on September/October applications received.
- Leech Lake 1W1P – update on meetings and conference calls and set meeting dates through November.
- Mississippi 1W1P – the plan was accepted and scheduled to start in January.
- WCA – multiple calls on wetland questions for properties people want to buy.
- Upcoming Events – Leech Lake 1W1P Planning Committee conference call on Oct 11 and Advisory & Planning Committee on Oct 22 from 9:30-noon at (TBD); BWSR Academy for staff at Breezy Point Resort October 29-31; Leech Lake 1W1P Planning Committee conference call on Nov 8 and Nature Conservancy meeting on Nov 13 at 9:30 in small conference room at the Northwoods Bank on the Crow Wing River.
- JPB meeting is planned for October 26 at the Beltrami Admin Building at 9:30.

OLD BUSINESS

- Additional Updates on Job Evaluations – District Manager made updates as suggested. Request was made to send out electronic copies of the updated forms to the personnel committee.
- MASWCD Convention Registration & Hotel – registration deadline is November 26th and supervisors will decide at next meeting. Annette Olson will be working the silent auction room on Sunday afternoon/evening and Monday and will plan to attend the whole convention therefore requesting authorization to attend. (full convention registration at \$230 and 2 days of hotel at \$89 each with meals on own with \$45/day per diem)

Supervisor Sells moved to authorize the expenditures for Annette's attendance at the State MASWCD Convention. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried. Supervisor Sells recommended that we try to car pool if more staff or supervisors attend.

- HEPA/Privacy with clients – new staff wanted to verify what our standards were for sharing names, costs and other information about clients with supervisors. Discussion covered when staff shares requested information, they remind supervisors of sensitive information so that it stays within the organization. Violation information will be generic by township and share information if being corrected. Positive information can be shared

in a private setting upon request. *(We only have a Public Request for Information Policy-Approved January 2017, should we put a policy together for this matter at our next annual planning meeting?)*

NEW BUSINESS

- MASWCD Dues – Some information was given at the Area 8 meeting about an increase in dues for 2019. Bill has not been received yet. **Supervisor Sells moved to table this discussion until we have a current billing. Supervisor Noyes seconded the motion.**

Affirmative: All. Opposed: None. Motion carried.

- Awareness Article for newspaper – suggestions for articles for October & November include: photo contest article – requesting photos for our next plat book; article about the fall newsletter and tree orders to be submitted; nitrate clinics and mapped out well tests with test results and testing available through the winter months; election results. Staff will put items together and submit to the paper.
- Review Work Plan Draft – information is not put together at this time. **Supervisor Noyes moved to table the review until next month. Supervisor Rettinger seconded.**

Affirmative: All. Opposed: None. Motion carried.

- Additional Funding for SWCD – Commissioner Smith indicated that county budget discussion is still in progress. Staff asked if we could request a fee, like the solid waste fee, for support of county conservation duties not being covered through state or county grant dollars for our SWCD. Staff will visit with the county assessor and prepare a request to submit to the county work session on November 13, 2108. Supervisors requested that a draft be emailed to them.
- Grazing Workshop update – the workshop will be on Wednesday, January 30 at the Guthrie Community Center. Planned speakers for our 2019 workshop are Eric Mousel from the U of M Extension and Randy Lindemann area Veterinarian. NRCS staff is also checking on a few other presenters and will update once confirmed. SWCD staff is checking on the morning refreshments and who will be catering the lunch. We plan to send out letters to area businesses again, requesting their help getting information out to our local producers. Staff plans to prepare posters/flyers for posting at local establishments to promote the event along with our normal mailing and radio spots.
- Strategy for asking county for additional funding – already discussed.
- District Manager review – personnel committee recommended to continue Julie's continued employment with step increase. **Supervisor Goodrich moved to continue Julie's employment and award her annual step increase. Supervisor Sells seconded.**

Affirmative: All. Opposed: None. Motion carried.

- Cost-Share well sealing for Creager for abandoned well in Lake Emma Township – information presented by staff. **Supervisor Iles moved to fund the Creager well sealing in the amount of \$275. Supervisor Rettinger seconded. Affirmative: All.**

Opposed: None. Motion carried.

- Resolutions – voting. This will be done after the other items on the agenda.
- NACD 2019 Survey – Staff asked for supervisor input on several items in their survey. Financial information needed will be gotten later from staff to complete and staff will submit electronically to the NACD.
- 2017 Management Representation Letter from auditor – Staff indicated that auditor Peterson requested a letter format to be copied on to our letterhead and signed by the

District Manager then returned to his office to complete the 2017 audit. Document was signed and will send to auditor after the board meeting.

- NACD Conservation Investment (Dues) – staff reported amounts submitted from 2010-2018, our office sent \$300 the last 3 years. **Supervisor Noyes moved to send \$300 for 2019. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**
- Audit Draft received – staff sent the draft to supervisors and other staff and read through the document. Staff will ask the auditor to confirm numbers that were changed in the report. Supervisors suggested that information be forwarded to them after confirmation of items in question. The audit draft will be added to next month’s agenda for approval.

CORRESPONDENCE

- Thank you note from Carol Berg was sent around.
- 2017 MCIT Annual Report was sent around to read through.
- New Graphic items from Dain Erickson – Discussion on the booklets and post cards that were designed for the Wadena and Crow Wing SWCDs. Suggestion that COLA might purchase the booklets to pass out. Discussion if we should do cards as a newspaper inserts for the grazing workshop. We also thought the forest postcard would be a good one to send to new property owners of potlatch property. Staff will check for more information on this.
- Thank you note from Bemidji State University Alumni Foundation for the Berg donation from supervisors was sent around.

Chair Goodrich called for a break at 10:37am.

Commissioner Smith had to leave for another commitment at 10:37am.

Meeting reconvened at 11:10 am.

The Board voted on the Resolutions. Staff kept record of each supervisor vote and will send the results on to the appropriate address before this Friday, October 12, 2018.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, November 14, 2018, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: MASWCD Convention Registration and Rooms, MASWCD Dues, Review Work Plan, Approve Audit Draft and Supervisor Sells will have refreshments.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 11:35 pm.

APPROVED 11/14/2018
Date

SECRETARY


Lynn Goodrich covering for
Don Rettinger, Secretary