

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM November 14, 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 removed from agenda include: Old Business – Area 8 Tour discussion and New Business – Renew Nursery Stock Dealer Certification. Items added to the agenda include: New Business – non-action – b. Mississippi Headwaters 1W1P-Input on Stakeholders; Correspondence – add video from MASWCD, c. Deerview Road Project, d. MCIT 2018 Dividend notice; Water Quality Resource Specialist (WQRS) 6th month review added to the December 12, 2018 Agenda Items. **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 to add '*Restore the Shore*' before RTS on page 2 in Supervisor Goodrich's report and last bullet, second sentence, on page 3 should read '*and keep the E.coli project in mind*'. **Supervisor Rettinger moved to approve the minutes as amended. Supervisor Noyes seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

TREASURER'S REPORT

Staff mentioned that the 2018 September Profit and Loss and Balance Sheet have updates after finalizing the 2016 plat book inventory for the last 200 books not printed. An updated copy will be sent out to supervisors to show the adjustment. Treasurer Iles had no questions on the October financial statements and presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Smith: Hubbard County will be having 3 new commissioners and Tom Krueger will be appointed as the commissioner for SWCD and the Leech Lake 1W1P. We hope to have both attend the December board meeting. The new elected officials attended the county work session. The county is still discussing the budget and getting ready for the transition. Ted Van Kempen will take over the Mississippi Headwaters 1W1P. Question about timeframe for the transfer station. With the past weather delays, some things will need to be completed in spring and now plan to have the official opening next summer. A couple of the road projects that were not completed include County 89 around Island Lake and County 29 on the west side of Plantagenet. Questions were asked about how Mahube (Mahube-Otwa Community Action Partnership, Inc.) will be affected. Charlene Christenson will continue in her position and Tom Krueger will be taking Commissioner Smith's position on the board of 18 members. The SWCD supervisors thanked Commissioner Smith for being part of the board and for all his input over the year and wished him well in his retirement.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- November is American Indian Heritage Month.
- No new news on the Conservation Stewardship Program (CSP), they have the payment rates for 2019 Environmental Quality Incentives Program (EQIP), no timelines at this point.

Current Activities:

- Working on CSP payments (30 in Hubbard County and 60 in Wadena); finished FSA compliance reviews.
- Various field visits for certifications to conservation planning; completed staff performance reviews.
- Alicia has been helping Clearwater County one day a week-typically Mondays and will probably continue with the new NRCS Team Organization.
- Dan is covering the DC duties in Wadena until the Bemidji Team Lead position is filled-position was posted and is closed. As of October 1, the Park Rapids FO is covered under the NE Area. The new Assistant State Conservationist for Park Rapids is Steve Cole from Brooklyn Center along with other NE area staff. Dan helped Bagley recently while their staff helped other field offices.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: He congratulated Don Sells and Marcel Noyes as the newly elected/returning supervisors. The Leech Lake 1W1P is getting close to completing the drafting of the Implementation Plan and will be looking for good attendance at the November 16th meeting before finalizing and writing the final draft plan to submit for approval. Cass County will be holding a Public Hearing after the public comment period. Turned in the COLA tree order this morning.

Supervisor Rettinger: He attended the JPB/TSA meeting in Bemidji where discussion on timeliness with engineering requests. The JPB is aware of communication concerns. He also

Supervisor Rettinger: He attended the JPB/TSA meeting in Bemidji where discussion on timeliness with engineering requests. The JPB is aware of communication concerns. He also attended the November 6th County Board Meeting to support the SWCD request for increased County Allocation.

Supervisor Noyes: He helped with 15 hours of manual labor for the Laporte buffer project as well as recruiting volunteers from the Lions Club and Kabekona Lake Association. The project went well even though the weather was cold/rainy. He attended the Hendrickson township meeting. The Mississippi Headwaters Board meeting was cancelled. He mentioned that we should consider requesting funds through the Paul Bunyan Roundup Program. (We have used the Itasca Mantrap Roundup Program in the past.) He questioned our rent situation and Julie confirmed that we have done what we can and are still waiting for a response from NRCS.

Supervisor Iles: Nothing to report this month.

Supervisor Sells: He attended the county board meeting. He sent out the Forestry Association minutes from the last meeting and plans to attend the next meeting on Thursday, November 15th, and hope to get a report from Mitch about logging/loggers. He attended the Hubbard, Straight River and Henrietta township meetings and handed out information. He plans to attend the Todd Township meeting next month. He discussed requests to include the total counts for Nitrate tests done for the year per township and county along with counts per level of nitrates to make better information for each of the townships.

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

- Events – The bank increased her SWCD credit card limit, per request and Will received his new card; met with BWSR Jeannette Austin; presented basic information from a recently received flyer on salt use, from the Pollution Control Agency, at the HCCOLA board meeting; attended TSA manager meeting; attended BWSR Academy; conference call with BWSR Chad Severts to reallocate 2017 and 2018 Local Capacity funds and attended the county board meeting to request an increase for 2019 County Allocation for the SWCD.
- Buffer Law – site visit in Schoolcraft Twp. for compliance check with Will; several days on site to work on the Laporte buffer project. The project was completed on November 1st and staff will be completing the maintenance contract for her signature.
- Cost-Share – did annual site visit to the Lakeport Twp. project and site visit to check out storm water damage in Nevis Twp.
- Leech Lake 1W1P – conference call to work on implementation tables; joint advisory/policy committee meeting and planning committee conference call.
- Mississippi Headwater 1W1P – managers/steering meeting
- Nature Conservancy-Crow Wing Healthy Waters – meeting on easements and hiring a joint staff person.
- WCA – 4-wheeler trail proposal in Crow Wing River in Akeley with Enbridge funding for a crossover on Crow Wing River between Hwy 34 & bike trail bridge.
- Upcoming events – joint 1W1P Advisory/Policy committee meeting at Walker Forest Center on November 16th at 9:30; 4th grade environmental day on wetlands at the Park Rapids Century School on November 20th.

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

- Created info pages for the Wetland Pack and Wild Berry Pack we are offering on our tree order form; meeting on grazing workshop with office staff; checked on information from the MPCA about closed landfills in Farden Twp. – supervisors would like information compiled for Hubbard County that would be available to use as needed-staff will work on it; started working on a new grant through Healthy Water Consortium for the MDHA and Ruffed Grouse Society-no response back to date; prepared a power point on Deerview Road Project at the COLA meeting; attended BWSR Academy.
- WCA – Will had many calls and site visits throughout the county in October (southern twps., Lake Emma, Arago, Crow Wing, Rockwood, Hubbard, Clover, Nevis, Steamboat, Farden and Akeley townships. He highlighted many of them.
- Buffer – completed the District Buffer Monitoring Plan with suggested edits; many hours over the last two weeks of October to finish planning, implementing and completing the Laporte buffer project. He is now working on the maintenance contract. He determined compliance needs for 2 parcels coming out of CRP Buffer Law Contracts-letters have been sent; site visit to inspect parcel that had buffer compliance issue in Schoolcraft Twp. Will thanked all staff and supervisor that helped with project especially with inclement weather for Friday.
- Cost-Share – worked on lakeshore restoration project on Garfield Lake in Lakeport Twp.; visit with client on possible new project for flooding issues in Belle Taine Twp. He did end of year check and assessment on Deerview Road Project with Russ Johnsrud using maintenance plan inspection report check list and will update as needed for future use. He did several site visits with Russ on potential road projects for future cost-share projects in Henrietta Twp. He also has a couple of potential cost-share projects on lakeshore problem in Hubbard Twp. and another on 8th Crow Wing.

(10:00am - Supervisor Rettinger left for another appointment)

Administrative Assistant's Report: Annette Olson reported on the following:

- Cost-Share finished and received new request.
- Grant Tracking – BWSR Jeanette Austin completed the 2nd reconciliation for the 2016 Local Capacity Grant and has approved all items reported to date. Full grant dollars will be spent by beginning of December 2018 to complete.
- Nitrate Clinic – 7 clients brought in 11 samples to test with 5 testing over 10.
- Forest Stewardship dollars – received 5 signed contracts for forest stewardship plans in October and recently paid out one plan. Three of these contracts were new clients.
- Newspaper articles – submitted a reminder to vote and announced our photo contest. Received first set of photos on November 1st.
- Website – updated website with photo contest as well as other items needing updating.
- Work Plan – compiled last 12 months of staff hours for Julie to update our 2019 work plan.
- Buffer Project – helped on site with project on final day – final bills for supplies were paid November 2nd for a total cost of \$2,718.40 Buffer Cost-Share for supplies needed to complete project. Staff hours are not included in this amount.

- Month end reports and packets.
- Grazing Workshop – staff meeting to plan event and made calls for sponsorship. Several businesses have confirmed, and the Guthrie Community Center is booked for the event.

OLD BUSINESS

- MASWCD Convention – breakout sessions, registration and rooms. Supervisor Noyes will attend Monday and Tuesday with hotel for Sunday and Monday night, and will be willing to help with the moderating. Staff presented the logo design for the Area 8 districts and the posters designed for each of the districts for the 2018 MASWCD Annual Convention.
- Review Work Plan Draft – Staff presented the updates for the annual work plan and report. On June 14, 2017 the SWCD Board of Supervisors passed a resolution to adopt the Hubbard County Local Water Management Plan that the County approved on February 2, 2016 as the Comprehensive Workplan for the District. Therefore, a separate annual workplan is not needed. Staff asked if the estimated/specified hours were still needed to be included in our annual report and plan. Supervisors would like to continue this report. Supervisors discussed updates and corrections for the annual report and overview. Staff requested that other updates or changes needing be sent to Julie soon so that the final draft is ready for the next board meeting.
- Audit Draft Approval – Staff requested board approval for the 2017 financial audit through Peterson Company, LTD. **Supervisor Goodrich moved to accept the 2017 financial audit as presented. Supervisor Iles seconded the motion.**

Affirmative: Goodrich, Sells, Iles, Noyes. Opposed: None. Absent: Rettinger. Motion carried.

- County Allocation Increase: covered earlier.

NEW BUSINESS

- Nitrate Maps for District Supervisors – staff will enter all of 2018 tests into the GIS map and compile information to include the nitrate information at the bottom and include the total tests done for each township and total for the county. A breakdown will be listed by nitrate level categories. After maps are complete, each supervisor will receive appropriate maps and a county map.

Hubbard County Township Association will meet on November 19th at 7:00pm at the Farden Township Hall.

- Mississippi Headwaters 1W1P input on stakeholders – staff asked for recommendations. Supervisors suggested Reno Wells-Area Township Association President, Curtiss Hunt, and other farmers, loggers, and people in forestry and instructors from Bemidji State and U of M also.
- Cost-Share for Davis Well Sealing – Staff presented information for the well sealing in Hubbard Township. **Supervisor Iles moved to approve payment for half of the cost for the Davis well-sealing. Supervisor Noyes seconded. Affirmative: Goodrich, Sells, Iles, Noyes. Opposed: None. Absent: Rettinger. Motion carried.**

Supervisor Goodrich proposed to give the District Manager the authority to approve well sealing's because it is a minor amount of money (with a dollar limit) and it is a delay in the process if a request would come in right after a board meeting. Staff will check out the statute and rules needing to be followed and report back to board.

- Price for 2019 Plat Books – supervisors agree to keep the price for the plat books at \$30.
- Buffer Project – staff will be sending thank you notes to the volunteers who worked on the project and requested to send \$10 gift card to with to help cover the cost of the meal they paid when they worked that Friday. **Supervisor Goodrich moved to authorize staff to formulate a way to reimburse the volunteers who worked on the Pierce project on Friday, October 26, for \$10 to reimburse for lunch. Supervisor Sells seconded. Affirmative: Goodrich, Sells, Iles, Noyes. Opposed: None. Absent: Rettinger. Motion carried.**

CORRESPONDENCE

- BWSR-SWCD Financial Statements & Audits – information sent out to us November 1st, staff handed out a copy to supervisors.
- MASWCD Annual Business Meeting Items and Video – will be covered during break.
- Deerview Road Project presentation – will be covered during break.
- MCIT 2018 Dividend – received email confirming that the 2018 dividend of \$1,134.00 will be deposited on November 15th.

NEXT MEETING: The next regular board meeting of the Hubbard County SWCD Board of Supervisors will be on Wednesday, December 12, 2018, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: State Convention, Approve Annual Work Plan & Report, Review 2019 Calendar, By Laws for Annual Meeting, WQRS 6 month review. Refreshments by office staff.

Chair Goodrich called for a break at 11:13 am. Meeting reconvened at 11:30 am.

Chair Goodrich proposed that all future written news articles and new releases need to be approved, proofed or verified with the District Manager or the SWCD Public Relations & Information Supervisor prior to submission.

Will presented the Deerview Project power point and the MASWCD video “SWCDs: Working in partnership to protect our natural resources” was presented to board. Chair Goodrich mentioned that this video is posted on their website with a link to the YouTube: <https://www.youtube.com/watch?v=iwRfcPa4DG0>.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:16 pm.

APPROVED: 12-12-2018 SECRETARY: Don Rettinger
 Date Don Rettinger, Secretary