

# HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM December 12, 2018 REGULAR BOARD MEETING

Hubbard County Soil and Water Conservation District Board of Supervisors Meeting minutes  
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: New Business – non-action – e. Grazing Workshop attendees.  
New Business – action – d. 5 for 25 Radio Spot Ad; e. December 24<sup>th</sup> Staffing; f. Conservation  
Corps Intern; g. WQRS Update Job Description; h. WQRS 6 Month Review. Under January 9,  
2019 Agenda Items: add d. Choose Photo Contest Winner.

**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 a 'N' to DISTRICT CONSERVATIO on page 2. Staff updated  
to 'DISTRICT CONSERVATIONIST'. Change statue to 'statute' on last line of page 5.

**Supervisor Goodrich moved to approve the minutes as amended. Supervisor Noyes  
seconded the motion. Affirmative: All. Opposed: None. Motion carried.**

### TREASURER'S REPORT

Treasurer Iles had a question on the Professional Fees for \$2,450. This is the amount for our  
2017 financial audit. Staff updated board indicating there will be an adjusting entry for our  
billables now after the 2017 and 2018 Local Capacity Grants have been updated and approved  
through BWSR. This should help our bottom line. Supervisors discussed allowing clients who  
call in for plat books to be able to receive a complementary 2019 Plat Book to those who want to  
purchase a plat book now until the new books are available. **Supervisor Goodrich made a  
motion, starting today, through the receipt of the new plat book, anyone who calls in to  
order a plat book, we will sell them a new plat book and we will give them a copy of the  
2016 plat book if they come in to pick it up, or pay postage for both books. Supervisor Sells  
second the motion.** Discussion covered any clients that call in or come into the office to

purchase a plat book, will be given a 2016 book now and will receive a certificate or voucher for a 2019 Plat Book when it becomes available. The voucher needs to include the client's name, address and phone number with an expiration date of June 30, 2019. The new book needs to be picked up at our office or they will need to pay the standard free to mail out. Any call-ins can be directed to wait until closer to the February publish release date if they would like the 2019 book. **Chair Goodrich called for a vote for the motion before the floor. Affirmative: All. Opposed: None. Motion carried.** Staff will prepare a voucher to issue to the client for the free 2019 Plat Book and include with the purchased 2016 Plat Book.

With no other concerns on the November Treasurer's Report, Supervisor Iles presented the report to the board, subject to the auditor's review.

### **PUBLIC INPUT**

Commissioner Smith: Mr. Smith reported that transitioning is taking place with the new commissioners. Char Christianson will represent Hubbard County on the policy committee working with the Leech Lake River 1W1P, and Ted Van Kempen is tagged to represent Hubbard County on the policy committee with the Mississippi Head Waters 1W1P. Our commissioner liaison is not finalized at this point, but Commissioner Smith believes it will be Tom Krueger. Final work is being done on the levy and will be set at the next board meeting on December 18<sup>th</sup>. The transfer station construction has been slowed because of supply issues. They are hoping to be operational in March. Julie mentioned the Leech Lake 1W1P public hearing is scheduled for February 15. The Leech Lake 1W1P Committee plans to attend the January 15<sup>th</sup> county work session to bring the county board up to speed on the Leech Lake River 1W1P approval and adoption schedule. Mr. Smith commented that he enjoyed working with us over the past 4 years.

### **DISTRICT CONSERVATIONIST**

Dan Pazdernik reported on the following:

- Conservation Stewardship Program (CSP) has no new information.
- Environmental Quality Incentives Program (EQIP) FY2019 signup deadlines are January 18<sup>th</sup> and April 19<sup>th</sup>, 2019 for application acceptance and anticipate contracts sometime in summer.
- Regional Conservation Partnership Program (RCPP) has no new information.
- Alicia is still helping the Clearwater County NRCS one day a week, most Mondays.
- Dan is covering the DC duties in Wadena until Bemidji Team Lead position is filled.
- CSP payments are underway and most are complete.
- EQIP signup outreach: the outreach news release hit the Park Rapids Enterprise paper on November 28<sup>th</sup>, he notified partner agency folks of EQIP signup, they did a direct mailing and plan to put up flyers around town.
- Dan attended the MASWCD State Convention and was able to attend the keynote speaker as well as others. They received information about the possible December 21<sup>st</sup> partial federal government shutdown at their meeting during the state convention.

Hubbard SWCD will be contacted as to what they will need to do for the shutdown, Julie will contact LeAnn Buck for more information.

## REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: Lynn reported that the Leech Lake 1W1P Draft is finalized and on the Cass County website and open for Public comments. Julie commented that the report is out to all agencies for comments and that she has a CD available to check out. There are no Leech Lake 1W1P meetings Scheduled for the month of December. He attended a MN COLA meeting on 12/11/18 in Buffalo, MN on the regional Decontamination-Funding Pilot for 2019 and beyond 2019 funding is in place and they are awaiting the county and DNR approval for the program. More information will be shared as it becomes available.

Supervisor Rettinger: Don mentioned that they found zebra muscles in several areas of Lake Bemidji. Supervisors discussed other Hubbard County lakes that have zebra muscles already.

Supervisor Sells: Don would like to know the names of the rain monitors that we have in our area if possible. (Staff will send out the information to all supervisors as confidential information.) He also reported on the forestry meeting he attended, shared printed information about the Emerald Ash Borer to read through and indicated he will forward the Forestry Meeting Minutes on to everyone when received.

Supervisor Iles: Bob shared an article from The Outdoor News about AIS and the cost of inspection practices.

Supervisor Noyes: Marcel attended the State Convention and commented on the break out sessions he moderated and meetings he attended. He reported that all nine resolutions passed, gave highlights on the silent and live auction, and reported the new President is Rolland Cleveland –the past Area 4 director and the Vice President is Paul Krabbenhoft – the Area 1 director.

At 9:35am Commissioner Smith excused himself for another appointment.

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

- December nitrate clinic – 5 clients with 7 tests: 1 over 18 from Hubbard County, and 1 at 10 from Osage. Another client who has had high readings before, brought in his sample after putting in a new reverse osmosis system, and had a very low reading.
- State Convention – worked the silent/live auction collection table, attended the evening auction activities and was able to attend a BWSR session on Tuesday morning.
- Received the 2017 audit back from Peterson Company Ltd. this week and handed copies out to each supervisor.
- Our website domain renewal fee will be due soon and sent an ad offering a price break for multiple years subscription. Staff was directed to check for best price break.
- Grazing Workshop update on donors & timeline for outreach.
- Plat books – verified more pages and update on number of township/county maps ordered. A local business also requested the main 911 address numbers to be added if possible. Staff will inquire with Mapping Solutions.

- A copy of the map submitted to the county, showing the borders for each supervisor's district, were handed out to the supervisors. Only Hubbard Township shows a split for the districts 4 & 5 supervisors with Hwy 11 as the divider.
- Other items in notes: 2017 Buffer Law Grant complete and financials were entered into eLINK, 2016 Local Capacity Grant will complete in December and will be entered into eLINK when done; update on forest stewardship projects; update on tree sales and request for "ice in" dates for when area lakes freeze up.

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

- New computer tower working well and activated his credit card.
- Attended the BWSR Hydrology class in St. Cloud on December 4<sup>th</sup>.
- Attended the Hubbard County Board Meeting briefly with the District Manager and then they headed to Bemidji area for the Mississippi Headwaters 1W1P meeting & to return the loaner laptop. They were able to check out a buffer compliance issue for a parcel in the area as well.
- Modified the Deerview Road presentation to make it available for Long Lake Assoc.
- Completed FY19 Security Awareness Training and Rules of Behavior training required by USDA.
- First tree sale with client.
- Had a staff meeting and board meeting.
- Training/workshop in Detroit Lakes regarding AGBMP Loans (11/27).
- Processed TrafX raw data for Belle Taine Lake Assn. at our Fees for Services rate.
- WCA – reported on a case from Potato Lake (Emma Twp); a new ATV crossing request near Akeley (Akeley Twp) where the DNR will be the LGU; issued a Voluntary Compliance Request in Arago Twp; and working on getting a client to turn in an application on one parcel in January.
- Obwells – did monitoring Nov 23, 26 and 27<sup>th</sup> solo and had to repair one with broken faucet. Entered all data and readings into DNR database. Made a new map for the route and also then created the tablet's mapping applications so navigation will be easier.
- Buffer – Issued Validation of Compliance for Buffer Strip Law and updated BuffCat to reflect; create and issued an operation and maintenance plan for the Laporte Buffer Project, landowner signed and returned to complete the project other than future inspections. One buffer inspection to go and still trying to reach landowner.
- Cost-Share – created a new checklist for the Deerview Road Project and did inspection with Russ Johnsrud for 2018 who would like to do future inspections with SWCD staff member; site visit with Beth Hippert (JAA certified, funded through JPB and will help with smaller projects) from Crow Wing SWCD to new potential cost-share on 8<sup>th</sup> Crow Wing Lake; wrote article for Laporte Buffer Project and sent to Kabekona Lake Association with pictures for their newsletter as well as county newspapers.
- One Watershed One Plan – Attended the first Steering Committee for the Mississippi Headwater 1W1P in Bemidji and reviewed the MOA draft and 1<sup>st</sup> meeting notes from Zach from Beltrami SWCD and submitted corrections as needed.
- Other – Clean Water Fund Grant – will know by 12/19/18 if we get it or not; working on updating website with more information for our Fees for Services. We want to update the Fees For Services information and examples and put together a letter of intent or

agreement to sign to start the process. Staff will put info together and email out before next month's meeting. We would like to standardize our processes. **Supervisor Noyes moved to proceed forward with the pricing as set up and its samples as modified. Supervisor Iles seconded.** Discussion on who would be getting this information. Presentations on our 'Fees for Services' are scheduled for COLA next spring and we can do presentations for any interested lake associations. **Affirmative: All. Opposed: None. Motion carried.**

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

- Worked on updates in eLINK with the Local Capacity Grants.
- 11/20/18 – a presentation on wetlands for the 4<sup>th</sup> grade classes at Park Rapids School (120 kids).
- 11/26/18 – attended a planning commission on issue on Belle Taine Lake – discussed that it should be soil erosion law. Hubbard County has no soil erosion ordinance.
- 11/28/18 – BWSR Grassed waterway webinar.
- 12/10/18 – did the 6-month review for Water Quality Resource Specialist.
- Leech Lake 1W1P – 11/16/18 attended policy meeting – discuss procedure and had Joint Policy and Advisory meeting
- Nature Conservancy – Crow Wing Healthy Waters – 12/5/18 met with Phil Doll (Becker SWCD) for easements in Hubbard County Crow Wing River.
- WCA – 11/29/18 did a determination for placement of cement pad for a back up generator for AT&T cell tower in Badoura Twp.
- MASWCD State Convention in Bloomington was December 9-11, 2018.
- Next board meeting is 1/9/19.

Supervisor Noyes mentioned that Laporte high school science teacher will be requesting someone to speak in spring. He will not be able to attend the Grazing Workshop or the Mississippi Headwaters 1W1P meeting on 1/31/19 and would like to attend the earlier meeting. Supervisor Goodrich and the alternate, Supervisor Sells plan to attend the 1/31/19 meeting.

### **OLD BUSINESS**

- District Manager authority to approve future Well Sealing's Cost Share with a limit – staff checked into legalities to do it and found that it is fine as long as it only covers well sealings. **Supervisor Iles moved to give the District Manager the authority to approve Cost-Share well sealing's up to \$500 for our share using existing policy. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**

### **NEW BUSINESS**

- State Convention review – already covered.
- State Auditor Notes on 2017 Audit – already covered.
- Cost-Share Payment Rates (50% / 50% or 75% / 25%) – new staff wants to know if we have a defined way to determine if a project is okay to approve the 50/50 rate. Suggestion was if the project would eliminate large quantities of phosphorus and/or sediments and if it benefits a larger number of people, then a higher rate could be used. Staff is to check what our policy already states. **Supervisor Sells moved to table the cost-share payment rates until the January meeting. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.**

- Mississippi Headwaters 1W1P MOA DRAFT & comments – Will sent it out a while ago and indicated one fix with wrong name/address. Supervisors did not get a chance to review and would like it resent for review. The MOA draft was based on the Leech Lake River 1W1P MOA that was approved by Hubbard County previously.
- Grazing Workshop attendees – Bob Iles, Don Rettinger & Lynn Goodrich will attend. Don Sells will let us know at the next meeting. Marcel Noyes cannot attend.
- Headset for Admin Asst – would like a cordless headset so can answer when away from the desk. Suggestion to check with staff from Fergus Falls and Thief River Falls.
- Renew Nursery Stock Dealer Certificate – board directed that staff can pay the yearly renewable certificate fee, when due, if stays at the \$250 rate. Staff is to notify board if future fee goes up.
- Approve Annual Work Plan Statement, Report, Overview – staff updated the draft as indicated from November meeting, included the statute and a short statement indicating that we have accepted the Local Water Plan for our Comprehensive Work Plan and included the staff hours report. The board all indicated that they are good with the information and they will wait to do final approval when the financial information is ready. **Supervisor Goodrich moved to table the final approval of report until the**

**January meeting. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**

- 5 for \$25 Radio Spot Ad – staff would like to place radio ad for the photo contest to get more entries and would need to pay the non-profit fee of \$25 for 5 ads. Board suggested to add the fee information into the policy just discussed last meeting and check to see if all 5 need to be of the same information or if can be for different topics.
- December 24 staffing - staff want to see if all three can be out of office on December 24<sup>th</sup>. Supervisors are okay if we are all gone if there is not a federal shutdown.
- Conservation Corps Intern – BWSR did not receive funding this year and so we would need to decide if we would want to pay for an intern for next summer (\$6,600), or if we would like to find a college student intern (\$12-\$13/hr), or if we would go with someone else. Discussion included that staff should reach out to area colleges to see if there is an interest for this type of position and keep Conservation Corp in mind. We will still need a boat with a motor if we go with an intern. Supervisor Goodrich indicated that they have a 15-foot boat that could be used but would need to purchase a motor.
- Update WQRS Job Description – District Manager indicated that there were a few minor changes. Under Buffer Plan – District Manager added language for the new 3-Year Buffer Inspection Plan and added a generic statement to follow the new process for our Fees for Services. **Supervisor Iles moved to approve the amended Water Quality**

**Resource Specialist job description. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.**

- WQRS 6-month review – (option to close the meeting for the review was waived) The District Manager did the WQRS 6-month review on December 10<sup>th</sup> and gave him a favorable review. He felt that it should have been a bit higher as he had to jump right in from the beginning. She indicated that he has been doing a very good job and recommends that we continue his employment the Personnel Committee agrees with his evaluation and allowed Will to comment on his review. He wanted to clarify that he did not allow any projects to ‘linger on’ and gave examples. He also indicated that he was hired to come up with new ideas for improvements and feels that he has been doing this.

The Personnel Committee agreed that he has been doing an outstanding job and did not think the evaluation was under rated. Discussion continued and the Board decided that the evaluation will be looked at further by the Personnel Committee with help from the rest of the board and will go through it at the Strategic Meeting. The Chair indicated that everyone is pleased and values him and everything that he has done from the start. The Personnel Committee recommends the continuing employment of Will and discussed the 6-month increase with a favorable review. **Supervisor Iles moved to offer the Water Quality Resource Specialist a \$.50/hour increase to start with the December 30 pay period. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.**

### CORRESPONDENCE

- Photo for Social Media – Supervisors chose to wait for better weather to take the photo.
- 2019 Calendar of Events to verify and Refreshment List and Self-Assessment Tool to review and complete at our Strategic Meeting. Items were handed out to everyone to look over and report if any changes need to be made. The Strategic Meeting is scheduled for Thursday, January 17, 2019 at 9:00 in the conference room here at the office.
- January 10<sup>th</sup> - the JPB will meet at 9:30am and the Mississippi Headwaters 1W1P will meet at 1:30pm, both at the Beltrami Admin Bldg.
- January 11<sup>th</sup> - Area 8 meeting for the District Managers and Chair, also at the Beltrami Admin Bldg.

**NEXT MEETING:** The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, January 9, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: Reorganize the Board, review our By Laws and Personnel Policy, Declare Bank, Nitrate maps for supervisors, newspaper awareness articles, Grazing Workshop update, choose winner for the plat book photo contest and Lynn Goodrich has refreshments. Staff will check into possible places for the next board meeting incase of a Federal Government Shutdown. (Library has us written in for our January 9<sup>th</sup> meeting.)

**ADJOURNMENT:** Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:02pm.

APPROVED: 1-9-19  
Date

SECRETARY Don Rettinger  
Don Rettinger, Secretary