

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM February 13, 2019 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: Marcel Noyes, Chair
Don Rettinger, Vice-Chair
Lynn Goodrich, Secretary
Don Sells, PR&I

Members absent: Bob Iles, Treasurer

Others present: Julie Kingsley, District Manager
William Lee, Water Quality Resource Specialist
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist
Tom Krueger, Hubbard County Commissioner
Louis Crombie, Field Representative for US House Rep. Pete Stauber

Chair Noyes opened the meeting at 8:30 a.m. and led the Pledge of Allegiance. Supervisor Iles was not able to attend.

AGENDA AND MINUTES

A motion was made by Supervisor Noyes to accept the agenda as presented, seconded by Supervisor Sells. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.

Supervisor Goodrich moved to approve the minutes as presented. Supervisor Rettinger seconded the motion. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.

TREASURER'S REPORT

Treasurer Iles was not able to attend. Supervisors indicated they didn't have questions or concerns with the treasurer's report. Chair Noyes submitted the reports as presented to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Krueger: Mr. Krueger commented on the county work session and reported that they plan to attend future 1W1P meetings to keep informed with what is happening. Discussion covered how the 1W1P will work with future plans and that the county board commissioner involvement is needed so that their concerns can be voiced with what happens within the watershed. The main reason for the 1W1P is to protect our waters and try to improve water quality if possible.

Field Representative for Congressman Pete Stauber, Louis Crombie arrived and introductions around the table were made. Mr. Crombie indicated that he is interested in attending district

meetings in the 8th Congressional District area and will be there to answer questions and relay information or concerns back.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- February is Black History Month and handed out some information to read.
- No new information on the Conservation Stewardship Program (CSP)
- Environmental Quality Incentives Program (EQIP) FY2019 sign up deadlines of January 18th and 2nd one is April 19th – eligibility & planning deadline is March 1st
- Regional Conservation Partnership Program (RCPP) FY2019 signup deadline is April 19th
- Alicia is helping Clearwater County NRCS one day a week
- Dan is covering the DC duties in Wadena until further notice
- All CSP payment are complete
- Completing planning on EQIP applications on 11 eligible of 12 turned in
- Grazing Workshop was held on January 30th – very cold weather but had a good event; inquiry on holding a different time because of the weather – we will try to have an alternate date if needed next year; only one speaker was not able to show due to weather conditions
- Dan attended the Irrigation Workshop in Ottertail on February 7th – and gave highlights
- If future partial government shutdown happens again – there should be funding to allow the field office staff to continue working

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: He attended a 1W1P Steering Committee Meeting at the SWCD office with Julie and BWSR representatives. He was not able to attend the last Mississippi Headwaters Policy Committee meeting because out of town.

Supervisor Goodrich: He attended the Mississippi Headwaters 1W1P meeting with Supervisor Sells (acting sub) and reported that there was very good discussion. The Leech Lake River 1W1P Comprehensive Plan Public Hearing will be held this Friday (2/15/19) at the Cass County Courthouse and then the plan will go to Northern Committee for comment, then to the BWSR Board for approval. The plan will be up for adoption for the 2 counties and 2 districts for 120 days. He has also been working on the new employee assessment and will probably have a draft ready to look at for the next board meeting. He attended 2 of his townships and gave them informational packets and plans to attend the other 2 townships in the next month.

Supervisor Rettinger: He attended the JPB and Area 8 meetings on January 10th & 11th and mailed or handed out informational packets to his townships.

Supervisor Sells: He sent out informational packets to his townships. He attended the January 17th Forestry Meeting, items covered were: deadline for changing or extending SFIA Program is May 15th; Accelerated Implementation Grant – funds for the forester position and they discussed the possibility of using in-kind expenditures for our portion of the funding through 2019; discussion about “Call Before You Cut”-an outreach program to loggers and landowners to get information on forest management. He was able to attend the afternoon portion of the grazing workshop.

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

- 2019 plat books – mapping solutions sponsoring wall map and SmartMap give away, and asked if we should advertise in paper that they are in
- eLINK information is complete for 2018 year
- Nitrate clinic – February clinic had 7 clients and 10 tests with several testing over 10 ppm in the Henrietta and Todd townships
- Forest Stewardship – 4 plans paid out, 2 more contracts received, 1,500 acres are in process and can still take applications for approximately 5,100 acres
- Website updates as needed and noted our Norway Pine and Red Maple have sold out
- Grazing workshop – good event considering the extreme cold weather
- Rain monitoring – 17 reports turned in for December
- Year end reporting – received answers for questions and report was handed out for supervisors to look over and return comments back before end of February
- Copier information requested by supervisors – print averages reported and will visit with Marco rep to discuss options

Water Quality/Resource Specialist's Report: Will Lee notes covered the following:

- He had many administrative duties in January – created the summer intern job posting and employee agreement then posted the position; 2019 fee schedule and fees for services restructuring; rental service agreement and general agreement; cost share policy; changed solutions for the multiprobe for our hydrolab, attended Crow Wing Healthy Water Initiative meeting, Landscape Stewardship Planning Meeting, JPB board meeting; posted multiple social media posts; worked with client on parcel information; conference call with lawyer and District Manager about internship posting and agreement; submitted buffer project article to 3 local papers and was published in the 'Current' Kabekona Newsletter; attended, helped with and presented at the grazing workshop
- WCA – he prepared paperwork and will work on getting signatures for a Nevis project; fielded questions on older cases in Lake Emma and Arago Twsp; worked with client in Lake Alice Twsp for parcel wanting to purchase on Lake Alice; also worked on older case for an updated utility line that goes through multiple townships on the west and south end of county
- Cost-Share – working on 2 projects one in Crow Wing Lake Twsp and the other in Lake Hattie Twsp
- Fees for Services – created agreement for Mantrap Twsp
- Mississippi Headwaters 1W1P – attended 3 meetings in January

Will and Julie will screen the applications for the internship position and Will, Julie and the Personnel Committee will interview the candidates.

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

- Meeting attended – JPB, Area 8, 1W1P informational meeting with commissioners, DNR Roundtable on Conservation Easements & Acquisitions
- Envirothon – planning conference call on January 11th
- Leech Lake 1W1P – Jan 25 planning committee skype meeting, Jan 31 policy committee meeting conference call and Feb 4th planning committee skype meeting
- Mississippi Headwaters 1W1P – steering committee meeting Jan 10
- Nature Conservancy – Crow Wing Healthy Waters – 11 letters out to prospective landowners about conservation easements -
- WCA – Crow Wing Lake Twsp client called Jan 15

- Upcoming Events – MPCA meeting Feb 14 to start on Crow Wing Rive WRAP 2nd edition; Leech Lake River 1W1P Public Hearing in Cass County Courthouse in Walker

Discussion on pages handed out to supervisors for the Annual Report and Year End Financial Report. Staff will update as requested and email out for input by end of February for board approval at the March meeting. Supervisors indicated that the short version of our Annual Work Plan (section 3 in the report) is preferred.

OLD BUSINESS

- Internship Agreement – Will updated agreement as discussed at previous meeting. Several more suggested corrections were made by the supervisors. Will announced that the intern would present at the July MNCOLA meeting. **Supervisor Goodrich moved to approve the Temporary Hourly Employee Agreement as amended. Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.** Staff will send out a final draft to supervisors.

Louis Crombie excused himself for a previously scheduled meeting he needed to attend.

- Facebook Ad – Will set up a boost to advertise the grazing workshop and reported on the results. Staff also asked to prepare information for upcoming offsite nitrate clinics. Supervisors okayed staff to prepare.
- Fee Schedule – Will updated the schedule with the new mileage rate, hourly rate and other updates as discussed at previous meeting. Several more suggested corrections made by supervisors. **Supervisor Sells moved to approve the 2019 Fee Schedule as amended. Supervisor Goodrich seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.**
- Fees for Services – Will updated the schedule with the new mileage rate, hourly rate and suggested updates from previous meeting. Several more suggested corrections made by supervisors. **Supervisor Goodrich moved to approve both the extended breakdown and final cost estimate examples for Fees for Services as amended. Supervisor Rettinger seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.**
- Cost-Share Policy – Will updated the policy as recommended at previous meeting. Additional updates made by supervisors. **Supervisor Goodrich moved to approve the Cost-Share Rate Policy document as amended. Supervisor Sells seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.**
- General Request for Assistance – Will presented a draft for supervisors to preview. Supervisors suggested updates and staff will update the form and bring back to the March meeting for approval.
- Giziibii request for board member – Hubbard SWCD Board is not interested in serving on the board at this time, but will continue to monitor the organization projects for possible change in decision.
- Social Media Policy – Julie presented a draft for supervisors to view. Several suggestions were made and staff will update and bring back to board in March.

NEW BUSINESS

- Consumer Price Index (COLA) – information is not available at this time. **Supervisor**

Sells moved to table this item until next month or until the information becomes available. Supervisor Goodrich seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.

- IRS Mileage Rates for 2019 – Staff presented the new mileage rate is \$0.58/mile as of January 1st. Supervisors acknowledged that they will continue to follow the federal rate.
- Personnel Policy Handbook updates – Discussion on adding a weapons policy and supervisors recommend that we continue to look further and check out the USDA policy. Other updates include an update for work breaks, compensation & performance, and the termination sections. **Chair Noyes suggested to entertain a motion to accept the**

changes as proposed, with the exception of the weapons policy and get those incorporated and entertain the weapons policy once that's determined. Supervisor Goodrich—so moved. Supervisor Sells seconded the motion. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.

- Supervisor Bylaws – Staff presented an update for vacancies. Suggestions for punctuation updates. Discussion included information for the time frame for elections.

Chair Noyes moved to accept the change proposed for the Bylaws for Supervisors. Supervisor Goodrich seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.

Chair Noyes called for a break at 10:55 am to do the presentation of our new 2019 Plat Book to Duane Goeden, our photo contest winner, for his Peysenske Lake Sunrise picture submitted. Meeting reconvened at 11:20 am.

- Mississippi Headwaters 1W1P – Will presented the Memorandum of Agreement for the Mississippi Headwaters 1W1P draft for the board to adopt. Both our policy and advisory committees recommend that Hubbard SWCD adopt the MOA. **Supervisor**

Goodrich moved that the Hubbard County SWCD adopt the Memorandum of Agreement presented today for the Mississippi Headwaters 1W1P. Supervisor Noyes seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.

Staff will print off a copy for Chair Noyes and District Manager Kingsley to sign and then forward the signed copy on to Zachrie Gutknecht. Ted Van Kempen will be the representing commissioner with Char Christenson as the alternate.

- Eighth Crow Wing Lake Storm Water Treatment Cost Share Project – Will presented a power point of a plan he designed for a project that needs some County Environmental Services violations fixed this year and other updates to reduce storm water erosion problems. Client and staff are requesting approval or support for the project and provide a minimum of 50% cost-share to fix the violations. Client is looking to provide in-kind labor and private funds for his share.

Chair Noyes moved to provide support for the project and cover the 2 violations that need to be addressed with 50% cost-share funding. Supervisor Sells seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.

As of yesterday, Will was able to secure a \$10,000 outside funding match and 60 total in-kind hours to help with 2 public accesses on Chippewa Loop for this summer.

- Strategic Meeting Minutes – Supervisor Sells requested to change 'he' to 'Will' in #12. **Supervisor Goodrich moved to approve the Strategic Meeting Minutes as amended. Supervisor Sells seconded. Affirmative: Noyes, Rettinger, Goodrich and Sells. Opposed: None. Motion carried.**

CORRESPONDENCE

- Working List of Priorities – Leadership: Grazing Workshop, Mississippi Headwaters 1W1P, Leech Lake 1W1P, Forestry Meeting, Supervisor Rettinger is Vice President for the JPB, Chair Noyes volunteered to be Area 8 Treasurer, photo contest for plat book, update our logo on vehicles and building.
- Working List of Priorities – Communications: photo contest, articles in local papers, Facebook page, sign up for radio spot with Bemidji Radio 95.5-staff will call to set up.
- Working List of Priorities – Financial Management: finding outside funds, restructuring our fees schedule and fees for services, continue to look for more grants and outside funds for upcoming projects- (i.e. Garfield’s Ice Racers).
- Co-partner Communications – District 2 – phone call to commissioner, meeting with Char Christenson and Tom Krueger regarding the Leech Lake 1W1P information, District 3 – meeting planned with commissioner.

A reminder statement for future agendas to include co-partner communications when giving report. Also include the format for Leadership and Financial Management at the end of the agenda.

- Currents Publication – Will put together an article about our recent buffer project and submitted to the Kabekona Lake Association’s “Currents” publication. He also submitted a similar article to the Enterprise and will be submitting the article to surrounding papers and to the Hubbard County COLA.
- More discussion on another energy company project replacing poles to increase power supply. They have applied and received a Corps of Engineers Permit, for WCA issues, and plan to go forward with the project this year.

NEXT MEETING: The next regular board meeting of the Hubbard County SWCD Board of Supervisors will be on Wednesday, March 13, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: Jennifer Maleitzke-Enbridge – Line 3 replacement presentation, Annual Report & Financial Report, Spring Newsletter and Refreshments-Marcel Noyes. The TrafX Subscription renewal will be added to the April agenda.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:46 pm.

APPROVED: 3-13-19 SECRETARY: 
Date Lynn Goodrich, Secretary