

# HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM May 8, 2019 REGULAR BOARD MEETING

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  
Bob Iles, Treasurer  
Lynn Goodrich, Secretary  
Don Sells, PR&I

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

Chair Noyes opened the meeting at 8:30 a.m. and led the Pledge of Allegiance.

### AGENDA AND MINUTES

Items added to the agenda: a request was made to move Action Item #9:a “Staff Evaluation Forms” to the end and make it a closed session; staff requested to move the last Action Item in #9:d “Tails Up Dime Erosion Control Project” to #11 for next month’s meeting and add Laporte to Action Item in #9:b “Park Rapids–WCA Delegation of LGU”. **A motion was made by Supervisor Goodrich to accept the agenda as amended, seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion Carried.**

**Supervisor Iles moved to approve the minutes as presented. Supervisor Rettinger seconded the motion. Supervisor Sells asked to make several grammatical corrections on pages 2, 5, 6, and 7. Supervisor Iles amended his motion to approve the minutes as corrected. Supervisor Goodrich seconded the amended motion. Affirmative: All. Opposed: None. Motion Carried.** Supervisors suggest that staff forward the minutes to Supervisor Sells to preview for grammatical corrections before sending out in packet.

### TREASURER’S REPORT

Supervisors asked for clarification on several items. Staff clarified/explained each item in question. After all inquiries were answered, Treasurer Iles presented the treasurer’s report to the board, subject to the auditor’s review.

### PUBLIC INPUT

Commissioner Krueger: Commissioner Krueger reported that Julie presented information about the multi watershed Lessard-Sams Grant proposal at their recent County Board meeting. DNR

staff also attended and was interested in purchasing some of the remaining Potlatch land in Hubbard County. They were requesting the county's input and support for the plan. Discussion covered if staff should compose a letter of support indicating the benefits if DNR vs. private ownership for these parcels. This would fit the 1W1P and Hubbard Local Water Management Plan (LWMP) for protection strategies. He announced that he is on the board for Parks & Recreation Committee and that they are looking at future plans. He also attended a meeting for the upcoming census, they are hoping each county would set up a Complete Counting Committee and will be looking for a variety of people to be active in the upcoming census. Chair Noyes asked if staff should write a letter of support to the DNR interest in possibly purchasing some of the remaining tracts of Potlatch lands, primarily those in either sensitive areas or tracts adjacent to large tracts of tax forfeited lands, or support the counties decision as to how they want to handle it? The DNR is looking for general input. **Supervisor Iles moved to write a letter to both the County and State DNR in support of their pursuit of buying some of the parcels of land available.** Discussion included that we should support the protection of the land through acquisitions or easements or similar direction. **Supervisor Sells seconded the motion.** Chair Noyes stated that staff will draft letters, one letter to the DNR supporting their potential acquisition of some of the available parcels and a second letter to the county geared more towards the protection of these parcels. **Affirmative: All. Opposed: None. Motion Carried.** The District Manager will send out letters requested.

## **DISTRICT CONSERVATIONIST**

Dan Pazdernik reported on the following:

- Program Updates: Conservation Stewardship Program signup deadline is May 10<sup>th</sup>; Environmental Quality Incentives Program signup deadline was April 19<sup>th</sup> with the planning and eligibility deadline of May 17<sup>th</sup>; Regional Conservation Partnership Program signup deadline was April 19<sup>th</sup> with the planning and eligibility deadline of May 17<sup>th</sup>.
- Current activities and other items: EQIP has 7 preapproved applications of 9 eligible applications from the first signup; completing planning on 2<sup>nd</sup> signup EQIP applications with 10 applications; completed direct mailing for CSP and have received 16 applications so far. Dan is still covering Beltrami, Lake of the Woods and Koochiching Counties; Dan and Alicia picked up the Rain Fall Simulator from Fergus Falls on May 7<sup>th</sup> and collected soil samples for the Freshwater Festival; Jody Peek will be starting May 13<sup>th</sup> as the Bemidji Team Lead; the Local Work Group meeting was held April 16<sup>th</sup> for Hubbard County; and handed out the Civil Rights Responsibilities and Expectations of Partners Review to read and would like each supervisor to sign-off on the original.

**Supervisor Goodrich moved to allow the board members to review the 'Civil Rights Responsibilities and Expectations of Partners Review' over the next week and if there are no objections found then the board members will sign the original on May 15<sup>th</sup> at the Freshwater Festival event. Chair Noyes seconded the motion. Affirmative: All. Opposed: None. Motion Carried.**

## REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: attended the Mississippi River Headwaters 1W1P Meeting that included the steering, advisory and policy committees. Will Lee and DNR staff did presentations. The Policy Committee plans to meet in 3 months. He presented information regarding SWCD to a Laporte men's group and collected 4 water samples to test nitrate levels; attended the Farden Cleanup days and collected 7 water samples for nitrate testing; attended the Steamboat Township meeting and was able to sell 9 plat books; restarted his rain monitoring this month; attended the Mississippi Headwaters Board Meeting; helped with the tree sales on May 3<sup>rd</sup> and purchased some remaining trees as a donation to the Pregnancy Resource Center fundraiser (Hubbard SWCD also donated a 2019 Plat Book). Kabekona Lake Association had questions about the mobile decontamination unit that was purchased and is in county storage. Kabekona wanted to buy or rent it if possible, the County declined. He plans to attend the Freshwater Festival, Mississippi Headwaters 1W1P, Mississippi Headwaters Board and will try to meet with Commissioner Stacey. He will not be able to attend next month's SWCD Board Meeting. Chair Noyes also asked if the Rain Fall Simulator could be set up at the Laporte Days on July 7<sup>th</sup>. Dan Pazdernik will check on this.

Supervisor Goodrich: worked with 'Restore the Shore' for HC COLA tree sales; will try to set up a policy committee meeting for Leech Lake River 1W1P; worked on updating the staff evaluation forms and will cover this information later in the meeting; found an article about toxic algae on AP News and will forward it to us.

Supervisor Iles: met with the Finance Committee to work on the budget and reported that we have the preliminaries ready but decided to hold off completing the draft until after the legislature completes their work on funding for SWCD units. The finance committee plans to meet after May 20<sup>th</sup> to complete the draft.

Supervisor Sells: attended the Finance Committee meeting to work on the budget; worked at the tree sales and attended the Hubbard County Local Work Group; plans to attend the next Forestry meeting and indicated Mitch Lundeen is moving on to a new position; asked if everyone was able to watch the Chronic Wasting presentation; and will discuss resolutions later.

Supervisor Rettinger: Nothing to report.

Administrative Assistant's Report: Annette Olson's report included:

- Forest Stewardship: paid out 3 contracts and received 3 more contract, we can still contract out up to 1,100 additional acres for plans.
- Donations Received: received 3 more donations for the FWF.
- Tree sales/distribution: everything went smooth and all tree stock has been sold or donated.
- Rain Monitor Sheets: 16 sheets collected in April.
- Brochures for Shoreline and Urban Yards: 2 new booklets arrived and will hand out to supervisors, the Forest booklets are almost gone and request was made to order more. Supervisors agreed that 500 more should be ordered.
- SWCD Awareness: working on updates for our display board banner and will be checking on the grazing banners also.

- Financial Reports: met with the finance committee to work on 2020 budget draft.
- Nitrate Clinics: May 3<sup>rd</sup> in-house clinic had 15 clients and 19 tests (2 over 20.0 ppm-Hubbard & Todd Twps, 1 over 15.0 ppm-Henrietta Twp, 2 over 10.0 ppm-Straight River & Todd Twps, 2 over 5.0 ppm-Hubbard & Henrietta Twps and 7 under 1.0 ppm). Water samples collected on May 4<sup>th</sup> in the Farden and Laporte area, 11 clients and 11 tests (1 over 5.0 ppm, 4 over 1.0 ppm, 6 under 1.0 ppm).
- Website & Social Media: posted several tree info updates as needed and uploaded reports, minutes, and NRCS incentive program notice. Will posted the photo contest winners to our Facebook page.
- MCIT information requests: added Julie's new computer, boat, trailer and boat motor to inventory for insurance coverage. Staff was able to purchase DNR tags for the boat, so Will can check it out on the lake before use for testing.

Water Quality/Resource Specialist's Report: Will Lee report included:

- HCCOLA will be sponsoring a Lake Shore Restoration Clinic at Crow Wing Crest Lodge on 11<sup>th</sup> Crow Wing and was asked to speak from 9 am-12:30 pm with a demonstration from 1:00 pm-3:30 pm from a Master Gardener on how to plant near shore species on Thursday, June 13<sup>th</sup>. Sally Shearer from the Extension Office is coordinating the clinic.
- General/Administration: finished redrafting the General Request for Assistance form; final edits on the Cost Share Policy; attended Irrigation Scheduler training in Wadena on 4/4/2019; office staff meeting; picked up the boat and scheduled a boat/trailer repair and is completed; modified Fees Policy based on March Board meeting suggested edits; visited with Crookston University coordinator for our summer intern; sent out a quote to East Crooked Lake Assn. for a single lake monitor collection; attended the NRCS Working Group; conference call with Mitch Lundeen and several other districts; helped with tree sales Tuesday-Saturday; and he tried a new website design builder and decided to decline the purchase.
- WCA: created a Certificate of No Wetland; completed final edits on the new Wetland Information Guide; site visits/worked on 6 new cases and 1 old case in the Nevis, Aargo, Farden, Lake Emma, Helga and Lake George townships and had in-depth discussion about the Lake George visit.
- Cost-Share: site visits and/or worked on plans for 7 different projects/possible projects in Lakeport, Hubbard, White Oak, Todd and Nevis townships, and highlighted points of interest on these items.
- AgBMP Loan: worked with 2 different clients for possible loans for their projects and gave highlights with them as well as a new request.
- Mississippi Headwaters 1W1P: attended 2 meetings, created and presented a Land & Water Resource Narrative presentation; started to write a Land & Water Resource narrative; presented his Leech Lake River Comprehensive Watershed Management Plan presentation.

District Manager's Report: Julie Kingsley report included:

- Meetings/Other: ordered new tires for car; attended the NRCS Local Work Group meeting; Area 8 Forester conference call; budget committee meeting; staff visited with Bob Gack to be on call with his boat if needed and then set up a contract with Always There Staffing for Bob; webinar by NACD on pollinators; meeting with Chippewa

National Forest and Cass County for Culvert inventory for LLR1W1P; met with Mitch Brinks for Leech Lake River Land Stewardship; and attended the 5/7/19 commissioners meeting to ask for letter of support for the Joint Pine/Leech LSOHC Grant. Hubbard County Commissioners wanted a draft of a request for proposal.

- Envirothon: event was moved to the Bemidji fair grounds due to the weather; there were 22 teams (9 high school & 13 junior high teams). Trek North team from Bemidji won again this year, a new team from Deer River placed second and Park Rapids placed third. Chair Noyes indicated that Laporte might be interested in attending next year with new staff turnover.
- Leech Lake River 1W1P: Julie highlighted information on the Pine/Leech 1W1P joint watershed application for Lessard-Sams funding. There was a conference call on April 2<sup>nd</sup> to determine the number of easements Hubbard SWCD could handle and finished research on land values and a template for letters of support.
- Nature Conservancy: Crow Wing Healthy Waters meeting set for May 20<sup>th</sup> at 10:00 am at the Northwoods Bank in Park Rapids to discuss Crow Wing easements.
- Tree Sales: helped sort orders and disbursed the remaining dozen orders on Sunday.
- WCA: visited with client in Fern Township about what he can and cannot do.
- Upcoming Events: tree packing for Freshwater Festival on May 14<sup>th</sup> and FWF event on May 15<sup>th</sup> and Area 8 Meeting on Friday, June 7<sup>th</sup> at Northwoods Bank in Park Rapids.
- A reminder that our summer intern starts next Monday, May 13<sup>th</sup>.

### **OLD BUSINESS**

- Envirothon review covered earlier
- Tree Sales covered earlier
- Cost of WCA: Staff questioned the cost for 'Certificate of No Wetland' that was approved at an earlier meeting. After considerable discussion, the board agreed to leave the fee as set for now.
- Fair activity/activities for drawing(s) and the fee for Environmental Educational Building for the fair nitrate clinic: staff will work on something for the activity with a prize of a wall map and plat book. The Board suggested that we set up something to direct people to future Face Book postings and activities. Staff requested approval for normal fee of \$100 be paid for the use of the building for nitrate testing. **Supervisor Iles moved to pay \$100 for the use of the Environmental Educational Building for our nitrate clinic at the fair. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion Carried.**

### **NEW BUSINESS**

- Freshwater Festival final details: staff highlighted the event arrangements made and what has to be done yet.
- Area 8 Meeting at Northwoods Bank in Park Rapids on June 7<sup>th</sup>: registration forms have been sent out and refreshments and lunch has been arranged. All supervisors and staff will be attending other than Admin. Asst.

Supervisor Goodrich announced that Hubbard County COLA will be hosting a sports garage sale at the Environmental Education Building at the fairgrounds on June 6<sup>th</sup> & 7<sup>th</sup>. They are accepting

any sports/water related items, in good condition as donations to help support their mission of protecting the waters in Hubbard County.

Chair Noyes called for a break at 10:30 am. Meeting reconvened at 10:55 am.

- Legislative Update: email updates came out to everyone, no new update at this point.
- Finance Committee: the finance committee worked on the preliminaries of the budget and will meet on May 30<sup>th</sup> at 9 am after the legislature sessions close.
- What is the Value of a Tree? (flyer): Dain, our graphic artist, sent out a new item with information about what trees are good for. Staff asked if we should have one done on a poster board or on a pull up banner. Discussion included ideas to simplify it, or put into booklet format because there is a lot of information or just update it to post to our website. There was a similar poster/flyer about protecting our lakes that staff handed out. The Board requested that staff visit with Dain about updates for website and Facebook and bring back to the board. Staff also mentioned that our forestry booklets are getting low and if we should order more. The Board recommended getting 500 more of the forestry booklet.
- City of Park Rapids & City of Laporte WCA Delegation of LGU: Staff recommended the Board accept the resolutions for Hubbard SWCD to be the WCA authority for both. **Supervisor Goodrich made a motion to accept the Park Rapids Resolution #2019-78 and the Laporte Resolution #2019-3 for Hubbard SWCD to become the WCA authority/administrator. Supervisor Sells seconded. Affirmative: All. Opposed: None.** Chair Noyes signed the two resolutions presented affirming this action. (Hubbard County SWCD Resolutions #2019-04 & #2019-05)
- MASWCD's Resolutions: new resolutions or request for changes for sun-setting resolutions should be turned in before the June 7<sup>th</sup> Area 8 meeting. Supervisor Sells started discussion on the adoption of a Silvopasture Practice Standard in Minnesota that another SWCD is submitting. The Board and staff discussed a couple of sun-setting resolutions regarding the funding for SWCD's. The Board indicated that we have nothing to submit at this time but will discuss at the Area 8 meeting.
- Staff Evaluation Form: request to do this in a closed session at end of meeting.

### CORRESPONDENCE

- "Waterfront" publication for April 2019: staff shared information from the Pollution Control Agency.
- "The Resource" publication for Itasca County Lakeshore Homeowners: staff shared information from Itasca Waters Legacy Partnership.
- "What to Know About Running for Supervisor" pamphlet: staff found a brochure on another SWCD district's website and want to know if we should make it appropriate for our district and post to our website. The supervisors agreed that it would be good information and should also be a 3-fold pamphlet for supervisors to hand out.

### Working List of Priorities

- Leadership: staff helped a NRCS client place 3,000 extra seedlings with other residents around the area and some to the boy scout camp; supervisors attended township meetings, lake associations and 1W1P committees; donations were made to local fund raisers. Chair Noyes suggested that we do a Facebook promo geared to lake associations with a prize of one lake chemistry testing for their lake.

- Financial Management: good plat book and tree sales.

**Supervisor Sells moved to go into a closed session to review the new staff evaluation form process. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion carried (11:36pm).**

**Supervisor Sells moved to reopen the regular meeting. Supervisor Iles seconded the motion. Affirmative: All. Opposed: None. Motion Carried. (12:25pm).**

The summer administrative training session is planned for June 5<sup>th</sup> in Duluth, MN. Annette will check into what is being presented before deciding if she will go. Supervisors were okay with this.

Staff asked if anyone wanted to attend the Lake Shore Restoration Clinic at the Crow Wing Crest Lodge on June 13<sup>th</sup>. Supervisor Goodrich indicated that he plans to attend.

**NEXT MEETING:** The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, June 12, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: budget draft, RIM & Cost Share inspections, WQRS annual performance review and Tails Up Dime Erosion Control Project. Office staff will provide refreshments.

**ADJOURNMENT:** Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:30pm.

APPROVED 6-12-19 SECRETARY   
Date Lynn Goodrich, Secretary