

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM August 14, 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
Annette Olson, Administrative Assistant
Aria Kapsner, Summer Intern (8:30am-10:20am)
Dan Pazdernik, District Conservationist (8:30am-10:00am)
Tom Krueger, Hubbard County Commissioner (8:30am-10:20am)
Chad Severts, Board Conservationist (10:08am-11:50am)

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

AGENDA AND MINUTES

Items removed from the agenda – under Old Business: Hauser Cost-Share Project. Items added to the agenda – under New Business-Action: c. 2018 Buffer Cost-Share Pooling Agreement; d. Closed Session-Personnel; under Correspondence: c. Miscellaneous. **A motion was made by Supervisor Goodrich to accept the agenda as amended, seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.**

Supervisor Iles moved to approve the minutes as presented. Supervisor Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Supervisor Rettinger questioned the 2017 Local Capacity funds on the Balance Sheet – this is an agenda item and will be covered later. Supervisor Sells questioned the note on the Treasurer's report regarding the 2 maturing CD's – staff responded that 2 CD's from Northview Bank will mature in September and will move these funds into the Northview Checking until October when our second quarterly CD is started with the Citizens National Bank as approved in previous meeting. No other questions. Treasurer Iles had no questions and presented the treasurer's report to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Krueger: The Leech Lake River Comprehensive Watershed Management Implementation (CWMP) MOA was unanimously approved by the county board and signed at the August 6th meeting. The commissioners have received the preliminary 2020 County Budget for review and discussion. The Heartland Trail Spur is being discussed with a proposed \$10 million cost and county would like to cover it all with grant dollars upfront. Three stages for this project include: 1) make a tunnel under Hwy 71 Itasca State Park; 2) the stretch between the tunnel and Emmaville; 3) Emmaville to the trail.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- Program Update: Conservation Stewardship Program (CSP) - Evaluation and eligibility deadline was July 5th with preapproval notice on July 18th showing 28 out of 28 applications preapproved. Environmental Quality Incentives Program (EQIP) - received 1 additional EQIP preapproval. Regional Conservation Partnership Program (RCPP) - no new information.
- Current activities and other items: attended pollinator training with Alicia in Bagley on July 25th; finishing CSP planning and field verifications; reviewing CSP contracts and obtaining contract signatures; end of year performance reporting; all vehicle usage is now tracked through the Vehicle Management Tool-mandatory use as of July 15th.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: attended the Mississippi River Headwaters 1W1P Bus Tour; attended the Lakeport Twp meeting, they appreciated the watershed map; worked the Blueberry Festival Days (very poor turnout); attended the Mississippi River Headwaters board meeting and the Laporte City Meeting.

Supervisor Sells: worked the fair nitrate clinic, attended the Hubbard Twp meeting, Area 8 Forestry meeting, and toured the American Peat Technology Plant.

Supervisor Rettinger: no report.

Supervisor Iles: attended the fair nitrate clinic and Thorpe Twp meeting.

Supervisor Goodrich: worked the fair nitrate clinic and worked on staff hire, attended the MN COLA meeting, Laporte City meeting regarding remaining Leech Lake 1W1P Planning funds available from grant.

Summer Intern Report: worked fair and Blueberry Festival nitrate clinics and then helped enter clinic results; helped enter rain monitoring information; lake chemistry sampling; E. coli sampling; veliger sampling; learned how to do D.O. monitoring and wrote up directions for probe calibration for future staff; did presentation at the COLA meeting; went on a CSP visit with Alicia (NRCS); finished indexing almost 900 archived WCA files and created a binder with

information; had a refresher on Obwells and will finish a flyer on de-icing methods that was started earlier.

Administrative Assistant's Report: Annette Olson's report included information on our forest stewardship plan contracts and grant dollars still available; the 2020 tree order draft; rain monitoring sheets; SWCD awareness update; financial highlight on remaining 2017 Local Capacity Grant funds and MCIT insurance 2019 Dividend; fair animal photo identification contest; nitrate clinic results; website and Facebook updates; upcoming workshops to attend; recent 'Wage-theft and Employer Record Keeping Law' updates and created an account with LinkedIn for our staff position opening (decided not to post due to cost).

Staff and the Board discussed if staff notes should be posted along with the approved minutes as discussed at the beginning of the July meeting and wanted a trial run. The Board decided that a short synopsis of each staff report will be included within the minutes and not to include staff notes when posting to our website.

District Manager's Report: Julie Kingsley reported on:

- Meetings/Events attended: TSA 8 meeting about Chippewa Loop for possible cost share project; worked nitrate clinic at the fair; Lower Crow Wing Lake Assn. meeting and reported on the Dept. of Ag township nitrate testing; City of Park Rapids meeting; Edgewood Estates property owner looking for technical information; COLA meeting and Colton from DNR gave another training on Obwells to Julie, Aria and Bob Gack.
- Cost Share: possible projects with client from Lakeport Twp, property owner by Garfield lake update cost share in process, Lake Lasalle property owners having issues with their steep slope, Henrietta Twp-Pine Island Lodge, site visit for Henrietta Twp for possible cost share project and a couple other individual requests for site visits.
- Leech Lake CWMP: reviewed & corrected MOA draft and sent to policy committee for comment, City of Laporte to discuss possibly doing a storm water assessment for their city and Hubbard County Board passed the Leech Lake River Comprehensive Water Management Implementation Plan Memorandum of Agreement.
- Mississippi River Headwaters 1W1P: advisory meeting; survey; kickoff event; bus tour policy and steering committee meeting and reminder of no August meeting.
- Nature Conservancy Crow Wing Healthy Waters: one easement has been sent to BWSR and second letter will be going out to landowners.
- WCA: possible violation in Arago Twp and a determination of wetland in both Arago and Nevis Twps.
- Upcoming Events: Leech Lake River Policy Committee meeting on August 16 at 1pm at Cass County Courthouse; Aria's last day will be August 20th and Becida Days drop off Nitrate Clinic on August 31st.

Water Quality/Resource Specialist's Report: Will Lee submitted a written report that covered through his last workday of July 17th. No questions from supervisors.

OLD BUSINESS

- Tree Order Update: staff put info together for 2020 species and prices for different percent markup. The Board discussed options and indicated the draft for species should

include the Pin Cherry instead of Nanking Cherry. **Supervisor Iles moved to price the 2020 tree sales at \$1.50 per tree with a minimum order of 25 trees per bundle per species. Supervisor Sells seconded. Affirmative: All. Opposed: None. Motion carried.**

- Fall Tour: staff requested head count for those planning to attend and will turn in the registration before the due date. Supervisor Rettinger plans to attend Thursday, Supervisor's Iles & Goodrich plan to attend on Friday. Julie will attend both days. The board indicated Julie could stay overnight for event.

BWSR BC Chad Severts arrived at 10:08 am.

- 50th Anniversary Hat at Unknown Legends: staff reminded everyone to contact Unknown Legends to order their hat or garment soon with the anniversary decal if they want one for the Fall Tour and meeting. (hat cost \$10, just stitching cost \$6)

Chair Noyes recommended moving on to items needing discussion with Mr. Severts.

- (New Business item) 2018 Buffer Cost-Share Pooling Agreement: Chad indicated that we can either send back remaining \$19,000+ funds to BWSR and the money would go back into the State of MN general fund or go into agreement with Roseau SWCD for them to use our remaining Buffer Cost Share grant monies for their buffer projects. Roseau would be added as partners to our grant for eLINK reporting purposes. Staff provided a draft of the agreement we would use for this agreement. (This agreement is being used between West Polk and Wilkin SWCD's and is working well.) The Board requested that staff change the transferring of funds date to October 1, 2019. **Supervisor Sells made a motion to transfer \$19,300 of the Buffer Cost Share monies to Roseau County (SWCD) per the Pooling Agreement. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.** Staff will print off an updated copy for Chair Noyes to sign before he leaves for the day.

Chair Noyes called for a closed session at 10:22 am to discuss personnel.

Meeting reopened at 11:50 am the board called for a break. Chad Severts left at this time.

Meeting reconvened at 12:10 pm.

- District Manager's Letter of Resignation: *(staff found no formal notice in previous month's minutes)* **Supervisor Iles made a motion to accept the District Manager, Julie Kingsley's letter of resignation. Supervisor Goodrich seconded. Affirmative: All. Opposed: None. Motion carried.** The DM letter of resignation and retirement stated effective date of November 22, 2019.

NEW BUSINESS

- Fair Review: covered the photo contest winner information earlier and staff handed out data from previous nitrate clinics held and asked for questions. Supervisor Rettinger will be able to collect samples from noon to 3:00 pm for the Becida Days at the Becida Bar. Staff will update the website and Facebook information appropriately. Staff will keep notes from this years' clinics to determine hours for next year. Board suggested moving Saturday fair nitrate clinic hours back an hour (*10am-4pm instead of 9am-3pm*).

- Fall Newsletter: staff requested any news articles be sent in by the end of August so the newsletter can be put together the first part of September. Staff will send out a reminder to supervisors by August 23rd.
- National Envirothon update: staff gave brief report on winners and prizes.
- MASWCD Award Applications: staff will check to see if there will be a Forest Stewardship Award for this year – we have a person in mind and information to complete application.
- PEIP-Group Insurance Information: staff got information for group insurance coverage plan through Public Employees Insurance Plan.
- Personnel-District Manager & WQRS Positions: posted DM position to Handshake, MASWCD, MASWCDE, NACD, Land and Water Resources in WI, several colleges, Website and Facebook – received 4 applications for the District Manager. The Board will review the applications after the meeting and decide on whom to interview. Much discussion and the Board decided to wait on posting the WQRS position at this time.
- Leech Lake Implementation MOA: **Supervisor Goodrich moved to accept and sign the MOA for the Leech Lake River Comprehensive Watershed Management Plan that was previously signed and adopted by the County. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried**
- 2018 Buffer Cost Share Pooling Agreement: covered earlier with Chad Severts.
- Closed Session-Personnel: covered earlier with Chad Severts.

CORRESPONDENCE

- LinkedIn Exclusive Offer-\$50: staff reported on the offer received after preparing a post for the DM job posting.
- MCIT Bulletins & Dividend notice: covered earlier.
- Save the Date- ‘Cover Crops, Tillage, & Trout: How Are They Connected?’: field day is scheduled for Sept 16, 2019 at 11:45am.
- Mississippi Headwaters Board Biennial Conference: scheduled for November 1, 2019 at 9:00am-1:00pm.
- Pine River/Leech Lake Lessard-Sams Outdoor Heritage Grant: hearing on Sept 4, 2019 in the cities and staff passed around the ranking results.
- Julie highlighted several other grants in the works.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, September 11, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items on the agenda: Budget Comparison Report discussion, Fall Tour & Area 8 Meeting, Fall Newsletter Update, Forest Stewardship Policy, boat & trailer winter storage (Don S said that he would store the motor in his shed for us through the winter months), refreshments by Marcel Noyes.

WORKING LIST OF PRIORITIES:

- Leadership: LLR CWMP MOA, Township meetings, Chad Severts at meeting, City of Laporte meeting, Bus Tour.
- Financial Management: Chad Severts here to discuss options, discussion on future staff.

ADJOURNMENT: Motion by Supervisor Goodrich to adjourn the meeting; meeting adjourned at 12:55 pm.

APPROVED: 9-11-19
Date

SECRETARY: 
Lynn Goodrich, Secretary