

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM April 8, 2020 REGULAR BOARD MEETING

Hubbard County Soil and Water Conservation District Board of Supervisors meeting
Held remotely via Zoom.

Members present: Marcel Noyes, Chair
Don Rettinger, Vice-Chair
Lynn Goodrich, Secretary
Don Sells, PR&I

Members absent: Bob Iles, Treasurer

Others present: Crystal Mathisrud, District Manager
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist
Tom Krueger, Hubbard County Commissioner
Chad Severts, BWSR Board Conservationist

Chair Noyes opened the meeting at 8:38 a.m. with the following statement.

“As you may be aware, the April 2020 Hubbard SWCD Board of Supervisors is required to be held remotely, due to the COVID-19 protocols in place at this time, via the Zoom webcasting service. This meeting is being recorded for the purpose of typing up the minutes.” *Public access to meeting was made available thru SWCD staff and posted notice.*

Chair Noyes then verified attendance by roll call to insure there was a quorum present for the meeting. Supervisor’s Noyes, Goodrich, Sells present and Rettinger joined the meeting after a rebooting his computer. Others present: Mathisrud, Pazdernik, Krueger, Olson, Severts. Absent: Supervisor Iles.

AGENDA AND MINUTES

A motion was made by Supervisor Goodrich to accept the agenda as presented. Seconded by Supervisor Sells. Affirmative: Sells, Goodrich, Noyes. Abstain: Rettinger (computer issues and got disconnected, working to reconnect at this time). Absent: Iles. Motion carried.

Supervisor Goodrich moved to approve the minutes as presented. Supervisor Sells seconded the motion. Affirmative: Goodrich, Sells, Rettinger, Noyes. Absent: Iles. Motion carried.

TREASURER’S REPORT

Alternate Treasurer Sells had no comments and called for questions. Staff mentioned that the billable rates had been updated for January and February. This helped bring March Net Income balance up by \$2,660. Crystal mentioned that the SWAG and Leech Lake 1W1P funds are now available to use for preparation for our summer activities. Supervisor Sells presented the treasurer’s report to the board, subject to the auditor’s review.

OLD BUSINESS

- 2020 Envirothon: Staff reported that the State Envirothon was cancelled so the Regional Envirothon was also cancelled. Staff will send out thank you notes to acknowledge our two sponsors who donated for this year's event and inform them that the funds received will be held for next year's event unless they request a refund.
- 2019 Report and 2020 Work Plan: Staff presented a draft for our revised annual Report and Work Plan with a request for supervisors to read through and report back with thoughts for improvements and edits. Staff will make edits recommended received and bring back to the May board meeting.
- Adjust acreage in Forest Steward Plans in 1W1P areas: Staff mentioned that it would benefit our watershed goals to approve more than 160 per plan if within an active/funded watershed. This would include plans written on both already forested and plans to forest new acres. **Supervisor Sells moved to approve the modified forest stewardship plan documents as presented. Supervisor Goodrich seconded. Approved: Goodrich, Sells, Rettinger, Noyes. Absent: Iles. Motion Carried.**
- 2020 Freshwater Festival-Plan a Digital Backup: Staff reported that we can work with past presenters and other entities to put together digital YouTube or presentations that can be accessed electronically by students assigned by teachers. More than sixth graders could then use these presentations. **Chair Noyes requested a motion to go ahead with a virtual Freshwater Festival event this year. Supervisor Rettinger 'So Moved'. Supervisor Goodrich verified that we would cancel the in-person event and move to a virtual event. Supervisor Goodrich seconded the motion.** Crystal mentioned that we should pay these entities participating for their time to help cover their efforts. Supervisor Sells suggested that we get the rights to use anything we pay for so that we can use them at future dates. **Chair Noyes asked for votes. Approved: Goodrich, Sells, Rettinger, Noyes. Absent: Iles. Motion Carried**

NEW BUSINESS

- LWMP Task Force Meeting: Staff indicated that we should hold our annual meeting soon. This meeting can be held electronically if still in 'shelter at home' status. Suggestion to set our date set sooner than later so we have it done before we get busy with summer activities.
- Awareness Article: Crystal will write an article covering trees and forestland benefits for our water supply to be printed mid-April.
- Spring Newsletter: Staff indicated that the newsletter is complete and submitted for printing and to be mail out soon. Crystal summarized topics covered and gave a brief summary on what we are planning for tree disbursement. Staff reported that a verbal thank-you is always given to our precipitation monitors each time contact is made.
- Summer Intern: Crystal summarized the summer intern duties as presented on a 'Team Organization' chart and the job posting for the Summer Intern. Supervisors requested edits to the position title (District Intern) and the rate of pay (\$13.00/hour) up to 40 hours per a 7-day week and interviews can be done electronically. Chair Noyes asked for a motion to proceed forward with the search and hiring of an intern. **Supervisor Goodrich moved to authorize staff to publish a position announcement for a District Intern at a rate of \$13.00 per hour and to start June 1st through September 1st. Supervisor**

Rettinger seconded. Approved: Goodrich, Sells, Rettinger, Noyes. Absent: Iles. Motion Carried.

- 2020 Fees Schedule Approval: Staff updated the fee schedule and extended breakdown in red on submitted forms as requested at the March meeting. **Supervisor Goodrich moved to adopt the 2020 Fee Schedule and Extended Breakdown for Fees for Services as updated and presented today. Supervisor Sells seconded. Approved: Goodrich, Sells, Rettinger, Noyes. Absent: Iles. Motion Carried.**
- Dissolved Oxygen Monitoring Estimate for Long Lake: Staff reported that Long Lake Association requested us to monitor Long Lake in 2020 as we have in the past years and use the same rate for supplies. Chair Noyes questioned if items like this request needs to be brought before the Board or if the District Manager could handle as a normal a day-to-day operation/duty. Staff requested a formal motion and dollar limit. **Chair Noyes made a motion to authorize the District Manager with the authority to review and put in place and execute any service agreement that is \$1,000 or under without Board approval. Supervisor Goodrich seconded the motion. Discussion included to increase to '\$2,000 limit' and to modify the motion to state 'provided the service agreement and grant document is within the budget limit.'** Approve: Goodrich, Sells, Rettinger, Noyes. Absent: Iles. **Motion Carried.**
- Budget Committee Meeting Update and Draft: Staff and Chair Noyes reviewed changes made to the draft during the budget committee work session. (*Supervisor Rettinger computer lost audio connection and chose to leave the meeting.*) **Chair Noyes made a motion to proceed forward and approve the 2021 Draft Budget with modifications recommended to change 'actual' to 'firm'. Supervisor Goodrich seconded. Approved: Sells, Goodrich, Noyes. Absent: Rettinger, Iles. Motion Carried.** Chair Noyes announced that Supervisor Rettinger was having computer issues and is no longer in attendance at the board meeting. Staff will edit entries to show 'firm' on grant income amounts that are set for the year.
- Sunsetting & New Resolutions, Sustainable Grazing Incentive Act (SGIA) in Progress Due July 21 MASWCD: Crystal reported the status for the new SGIA Resolution and that several other SWCD's are interested in signing a letter of approval or work on their own. Staff indicated that the Sunsetting Resolutions are addressed in the March 30, 2020 MASWCD notification sent in packet and that the Board indicated that they wanted to review early to be better prepared to make their decision. Resolutions need to be formally submitted by July.
- Leech Lake River 1W1P: Staff would like input from the Board on the document sent out regarding the policy and invoicing. Crystal will visit with Cass SWCD regarding some of the wording in parts of the policy. Staff will bring back to the Board in May. Staff needs to complete the JAA certification yet and will need to have NRCS or other persons certified to consult with on active projects this year. This will be tabled until May, after Crystal visits with John Ringley on updates for the policy presented.

PUBLIC INPUT

Commissioner Krueger: The County had their first remote meeting and reported that it went well. They discussed trying to extend due dates for business property taxes because of what is

happening with COVID-19. Question to Mr. Krueger: Will there be an extension for personal property taxes as well? They will be discussing this more at their next work session. Mr. Krueger did two radio announcements regarding 2020 Censes submissions. Please respond so that they won't have to do a follow-up with an in-person visit. They had a lot of interest shown for their last March 17th meeting regarding the resolution on the 2nd Amendment of the Constitution. They will be discussing this at their next work session as well. Mr. Krueger commented that he supports the clean water 1W1P's and supports what the SWCD does.

Chad Severts: Mr. Severts discussed information on what worked well and what didn't work well in policy and implementation in 1W1P's; legislative activity might be limited and check with MASWCD; BWSR doesn't have any further guidance on response to questions from Supervisors Goodrich and Noyes. He also covered information on what changes are happening with grant funding, site visits, and if grant funds can be used on COVID-19 related items, grant extensions, BWSR trainings. We can send any other questions on to him as they come up and mentioned that BWSR does have conference call availability for SWCD's to use as needed.

DISTRICT CONSERVATIONIST

Dan Pazdernik notes are available upon request. Supervisors requested Dan send out a summary of new revisions for the new MOA. The US Dept. of Ag., NRCS and SWCD MOA will be added to the May agenda.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: He attended the budget work session via Zoom, learned how to use Zoom, visited with Commissioner Dan Stacey, participated in a 1W1P call and reported that the Laporte Celebrations Days is pending at this time depending on future recommendations.

Supervisor Goodrich: He attended the budget work session via Zoom, has been working with local groups to set up telephone or video calls due to COVID-19 recommendations.

Supervisor Sells: He attended the budget work session via Zoom and reported the SWCD Forestry meeting was cancelled in March.

Supervisor Iles: absent.

Supervisor Rettinger: *He left the meeting early, due to technical difficulties, but he did attend the March Area 8 Meeting.*

District Manager's Report: Crystal Mathisrud notes are available upon request. She has been busy with many calls with clients, scheduled meetings and upcoming grant applications to apply for this year and next year. Crystal will continue with weekly updates to supervisors.

Administrative Assistant's Report: Annette Olson notes are available upon request. Additional discussion and information on tree sales and distribution of trees information will be compiled and posted to the website.

CORRESPONDENCE

None.

NEXT MEETING

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, May 13, 2019, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN unless recommendation to ‘shelter in place’ is still required/recommended. Items on the agenda: Resolutions need to be ready for approval, Tree Sale Recap, Updates on Nitrate Clinic/work schedule if needed, Update on FWF online presentations, Review/Approve Annual Report and Work Plan, Leech Lake River 1W1P Policy Document/Invoice, USDA, NRCS and SWCD MOA, and remind the Board Supervisors needing to file for office deadline date.


WORKING LIST OF PRIORITIES

- Leadership: convert our monthly meeting to Zoom, visit with Commissioner Stacey.
- Financial Management: tree sales evaluation, budget work session, check on CD rates to get a better interest rate on available funds.

ADJOURNMENT

Supervisor Sells made a motion to adjourn the meeting. Seconded by Supervisor Goodrich. Meeting adjourned at 10:59 am.

APPROVED: 5/14/2020
Date

SECRETARY: 
Lynn Goodrich, Secretary