

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM June 10, 2020 REGULAR BOARD MEETING

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

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

Members absent: Bob Isle, Treasurer

Others present: Crystal Mathisrud, District Manager
Annette Olson, Administrative Assistant
Alicia Gohmann, WQR Technician
Peter Jacobson, WQR&E Specialist
Brandon Spain-Brist, Summer Intern
Dan Pazdernik, District Conservationist
Tom Krueger, Hubbard County Commissioner

Chair Noyes opened the Zoom meeting at 8:31 a.m. and led the Pledge of Allegiance. Mr. Krueger announced that he had to leave our meeting for another meeting starting at 9:00 am so Chair Noyes suggested that he give his report so he could leave when he needed.

PUBLIC INPUT

Commissioner Krueger reported on the following:

- The county will meet on July 21st at 6:00pm to discuss the next 5-year road construction plan for the southern part of Hubbard County.
- The county board will be discussing a business-friendly resolution and a 'no net loss policy' for the county at the next meeting.
- The county is in process/discussion to gradually change from the coordinator model to administrator model. First phase will put three departments, Technical, Human Resources and Facilities Manager under the Coordinator Position. The Public Works Department, Land Commissioner, Surveyor and Highway Maintenance will be under the County Engineer. Both positions report to the County Board of Commissioners.
- A Spider Lake property has been looking broken down and the residents would like the property cleared. The county must look into what needs to be done to make it work before proceeding.

Mr. Krueger excused himself at 8:41 am.

Chair Noyes also requested our new summer intern hire to introduce himself to the group. Brandon Spain-Brist told the Board a little about himself before he had to leave the meeting also.

AGENDA AND MINUTES

Staff asked to add ‘Landowners CHOOSE Minnesota’s Forest for the Future’ to #6. New Business-Action. **A motion was made by Supervisor Sells to accept the agenda as amended, seconded by Supervisor Rettinger. Affirmative: Goodrich, Sells, Rettinger, and Noyes. Opposed: None. Absent: Iles. Motion carried.**

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

TREASURER’S REPORT

Alternate Treasurer Sells had no questions and asked if there were any questions from the Board. Several questions were asked about the Profit & Loss report and staff responded with answers. Alternate Treasurer Sells presented the treasurer’s report to the board, subject to the auditor’s review.

OLD BUSINESS

- LWMP Task Force Meeting: A ZOOM meeting is scheduled for June 25th at 9:00am. Supervisor’s Noyes and Goodrich will meet with Crystal and Annette on June 17th at 2:00pm to set an agenda and incorporate the 1W1P’s. Staff will have a financial report/breakdown from the last year to send out with the agenda and last year’s minutes.
- 2020 Hubbard County Fair-CANCELLED: Staff reported that the county fair has been cancelled for this summer along with many other surrounding county fairs and the State Fair. Supervisor Noyes also mentioned that the Laporte Independence Celebration Days has been cancelled for 2020. Supervisor Noyes asked if we would be open to having a nitrate drop-off clinic at one of the next Ruby’s Pantry in Laporte. Staff was asked how our June drop-off clinic went. Staff reported that it all went well and staff sanitized items used in-between clients. Brandon, our summer intern, was wonderful help for the clinic. Staff will check with other organizations that plan to meet this summer for a possible drop-off clinic for their event.
- Sunsetting and/or new resolutions: Staff updated recent info on sunsetting resolutions in question. Supervisors indicated that there were no sunsetting resolutions or new resolutions to move ahead on this year. The SFIA Grazing resolution will be worked on soon to get ready to present for next year.
- Clarification on New Pay Rate **Start Date** for District Manager: Staff asked for clarification as to the actual date her new pay rate should start. The Board reminded staff that our new/updated Personnel Policy indicated the required information (*page 18*). Staff will submit payment appropriately.
- Clarification on procedures for Forest Stewardship Plans (FSP) applications and Cost Share contracts including Leech Lake River (LLR) 1W1P FSP: Staff indicated that the LGU for the LLR 1W1P (Cass SWCD) would like us to use the usual ‘Cost Share Contract’ and the ‘Voucher and Practice Certification Form’ to submit any new contracted request for payment for any forest stewardship plans written for parcels in the Leech Lake River (LLR) Watershed. We can still use our FSP Application but will need to include the other

forms for any requests submitted after June 1, 2020. Staff will update our present application with a box to check if requested parcels are in any of the watersheds within Hubbard County, then complete the Cost Share Contract for all applications that are in the LLR Watershed. Staff will be visiting with DNR's Kent Wolf for guidelines to help organize our paperwork process with our foresters. Supervisors asked to work together to make things work smoothly.

- District Manager authority for Fees for Services & Cost Share project contracts including LLR 1W1P Cost Shares: Staff requested verification on last month's motion to allow the DM to approve and sign all agreements and contracts for projects up to \$2,000. The Board agreed that the District Manager should be allowed to sign off on all Fees for Services requests and Cost Share contracts that are up to \$2,000.00 and within our budget. **Supervisor Sells moved to amend last month's approved motion to authorize the District Manager authority to approve all Fees for Services Agreements and Cost Share Contracts up to \$2,000 within the approved budget limit. Supervisor Goodrich seconded the motion. Approved: Goodrich, Rettinger, Sells and Noyes. Opposed: None. Absent: Iles. Motion Passed.**
- Annual Report and Work Plan: Crystal reported that she did not have time to complete the suggested edits forwarded on to her earlier for today's meeting. Staff will email a copy of the final document to everyone when completed. Supervisors are asked to respond right away if any changes/updates are needed. **Supervisor Sells moved to approve the Work Plan contingent on revisions that will be presented to the Board via email. Supervisor Goodrich seconded. Approve: Rettinger, Goodrich, Sells, and Noyes. Opposed: None. Absent: Iles. Motion Passed.**

NEW BUSINESS

- June 'Drop-off' In-house Nitrate Clinic Report: Covered earlier.
- TSA8 Board Meeting – Tuesday, June 30, 2020 from 9:30am-noon: Staff mentioned that nothing has been sent yet for update as to what type of meeting this would be but will send out notice when it is available. Chair Noyes mentioned that the Mississippi River Headwaters 1W1P Policy meeting is on hold until they can schedule to have a quorum. Crystal and Pete have started working on revisions and the time they put in will be billed through the MHR 1W1P planning grant funds for reimbursement.
- Bob Iles Letter of Resignation as Hubbard SWCD Supervisor: Supervisor Iles sent a letter of resignation dated May 11, 2020. **With regrets, Supervisor Goodrich moved to accept Bob Iles letter of resignation from the board dated May 11. Supervisor Rettinger seconded. Approve: Goodrich, Rettinger, Sells, and Noyes. Opposed None. Motion passed.** Discussion on who would replace him and indicated that everyone should reach out to prospective candidates to file by June 2, 2020. **Supervisor Goodrich made a motion to move Supervisor Sells from Alternate Treasurer to Treasurer of the Hubbard SWCD board starting today (June 10, 2020). Supervisor Rettinger seconded. Approve: Goodrich, Rettinger, Sells, and Noyes. Opposed: None. Motion Passed.** **Supervisor Sells made a motion to appoint Supervisor Goodrich to the Finance Committee and act as the Alternate Treasurer. Supervisor Noyes seconded. Approve: Goodrich, Rettinger, Sells, and Noyes. Opposed: None. Motion Passed.**

Supervisor Sells made a motion to authorize Supervisor Goodrich to be the alternate to sign checks. Supervisor Rettinger seconded. Approve: Goodrich, Rettinger, Sells, and Noyes. Opposed: None. Motion Passed. Staff will get the signature cards prepared for board members to sign after the minutes have been approved at the next meeting.

- Approve COVID-19 Preparedness Procedures going forward: Staff indicated that our office is locked to the public until further notice (only staff were allowed in the office) and presented a single page preparedness policy to share with clients and colleagues and a multi paged document as our standard policy. Supervisors made recommendations for edits. **Supervisor Goodrich made a motion to put in place the proposed COVID-19 Policy with recommended edits/updates and changes that would occur because of changes due to the pandemic situation and government recommendations. Supervisor Rettinger seconded. Approve: Goodrich, Rettinger, Sells, and Noyes. Opposed: None. Motion Passed.** Policy adopted June 10, 2020.
- Landowners CHOOSE Minnesota’s Forest for the Future: Staff presented a drafted letter of support and basic project information to the Board regarding the SWCD’s to have a forester on staff. It was recommended that Hubbard be added to the list of SWCD’s on page 4 of the information. **Supervisor Sells moved to approve the letter of support for the FY20 RCPP AFA RFP-MN DNR Forestry Project. Supervisor Goodrich seconded. Approve: Goodrich, Noyes, Sells, and Rettinger. Opposed: None.** Staff will send the approved letter of support on to Lindberg Ekola, addressed to Jessica Weis.

DISTRICT CONSERVATIONIST

Dan Pazdernik gave report and his notes are available upon request.
Dan excused himself from the meeting at 10:00am.

Alicia Gohmann was able to attend the JAA Grazing Training on June 9th in Detroit Lakes.

Chair Noyes called for a break at 10:04 am.

Meeting reconvened at 10:10 am.

REPORTS ON PROJECTS AND MEETINGS

Chair Noyes: He attended the Heart Lake Twp. meeting in person, and he filed to be on the ballot for the District II supervisor position this fall.

Supervisor Sells: He attended the Soil & Water Forestry Association meeting via conference call. He indicated that it was hard to follow the meeting and would like to do video meeting in the future. He also asked staff to forward the minutes on when they come through. With Brandon having a forestry degree, he would benefit from attending a future forestry meeting.

Supervisor Rettinger: He filed to be on the ballot for the District I supervisor position this fall.

Supervisor Goodrich: No report.

District Manager's Report: Crystal Mathisrud gave report and her notes are available upon request. Crystal answered questions on the LLR 1W1P, various electronic education production possibilities, new progress with WCA questions and both Crystal and Alicia G. want to attend the training this fall, TNC update and our goal to get our new technician JAA approval in grazing plan writing, Hubbard SWCD will be highlighted in the next BWSR Snapshot, a short overview on SWAG, and highlighted the many inquiries and concerns on the level of Lake Hattie and the request from a client to be enrolled in the Wild Rice Easement program.

Administrative Assistant's Report: Annette Olson gave a summary on the revised cost share contract that will be on the July agenda regarding the grant dollars we will need to allocate and hold for the remaining \$1,200 needed to complete an active contract that will come out of the 2020 State Cost Share Grant. Gartner Construction supplied the Plexiglas needed for office staff – Thank you Bernie! Notes are available upon request.

Notes for Alicia Gohmann and Peter Jacobson are available upon request.

CORRESPONDENCE

- Thank you note to the staff, from the Rettinger's regarding all the tree sale efforts put in.
- Thank you from the Nevis School for the trees donated.
- TSA8 Project Status Report showing the progress of active projects through TSA8- Bill Westerberg.

NEXT MEETING

The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, July 8, 2019, at 8:30 a.m. via ZOOM because of COVID-19 restrictions. Items on the agenda include awareness article for paper; cost-share spot checks; an amendment to an active cost share contract; admin. asst. yearly review (hiring date of 7/18/16) and start the tree order form.

WORKING LIST OF PRIORITIES

- Leadership: Outreach without team, township meeting, looking for a new District III Supervisor, and electronic preparation for Freshwater Festival information and education material, work with Mitch Brinks for mapping needs.
- Financial Management: Changes in cost-share contract to cover projects with appropriate grant dollars so we can use all the funds, budget meeting preparation, look for other sources to cover expenses and help cover our billables with grants like the LLR 1W1P and Mississippi Headwaters River 1W1P grants.

ADJOURNMENT

Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 11:25 am.

APPROVED: 7-8-2020 SECRETARY
Date


Lynn Goodrich, Secretary