

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM JULY 6, 2016 REGULAR BOARD MEETING

Corrections completed July 6, 2016
Additional corrections completed November 9, 2016

Minutes from the Hubbard County Soil and Water Conservation District Board of Supervisors meeting at 603 Central Avenue North, Park Rapids, MN.

Members present: Bob Iles, Chair
 Lynn Goodrich, Vice-Chair
 Ruth Grandy, Secretary
 Don Sells, Treasurer
 Don Rettinger, PR&I

Others present: Julie Kingsley, District Manager
 Amanda Prince, Administrative Assistant
 Jamin Carlson, Water Quality/Resource Specialist
 Dan Pazdernik, District Conservationist
 Ed Smith, Hubbard County Commissioner

Supervisor Iles opened the meeting at 8:37 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

A motion was made by Supervisor Sells to accept the agenda. Seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Goodrich to approve the Minutes of the June 8, 2016 regular board meeting, with the following amendments:

- Correct Supervisor Rettinger Report to “Supervisor Rettinger attended the Area 8 meeting.”
- Correct District Conservationist Report to move last bullet point “Would like an operating agreement put in place with NRCS detailing how we work together to clear up appropriation law.” to Public Input.

Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

TREASURER’S REPORT

The Treasurer’s report was accepted as presented by the board, subject to the auditor’s review.

PUBLIC INPUT

Commissioner Smith:

- Matt Dota resigned as a Hubbard County Commissioner. Charlene Christenson was appointed to fill the vacant board seat for the remainder of the 2016 term. Vern Massie was appointed as Chairman and Cal Johannsen as Vice Chairman for the remainder of the 2016 term.
- Deb Vizecky was appointed as the new Social Services Director.
- The Kitchigami Public Library Book Mobile will be at the Hubbard County Fair.
- County road projects are expected to be completed in a few years. A five-year plan has been approved. Sales tax of approximately \$700,000-\$900,000 a year has been being used to complete the projects.
- Attended the Truth in Taxation meeting. Spider Lake residents have been seeing a property tax increase.
- County Road 3 mowing complaints.
- Dan Stacey, Hubbard County Commissioner, is up for reelection.
Discussed reserve AIS fund in the event of an infestation, with a beginning balance of \$30,000.

REPORTS

Supervisor's Reports:

Supervisor Iles:

June 15, 2016 - Supervisor Iles attended the Strategic Planning meeting.

June 23, 2016 – Supervisor Iles attended SWCD budget committee meeting.

Supervisor Goodrich:

June 5-6, 2016 - Supervisor Goodrich was involved in the interview process for an Administrative Assistant where eight candidates were interviewed.

Supervisor Grandy:

June 15, 2016 - Supervisor Grandy attended the Strategic Planning meeting.

Supervisor Sells:

June 15, 2016 - Supervisor Sells attended the Strategic Planning meeting.

July 17, 2016 - Supervisor Sells will be attending the forestry meeting.

June 23, 2016 – Supervisor Sells attended SWCD budget committee meeting.

Supervisor Rettinger:

June 15, 2016 - Supervisor Rettinger attended the Strategic Planning meeting.

June 28, 2016 – Supervisor Rettinger attended the JPB meeting in Bemidji. Discussed developing a personnel handbook for engineers and a new fee schedule.

June 5-6, 2016 - Supervisor Rettinger was involved in the interview process for an Administrative Assistant where eight candidates were interviewed.

Water Quality/Resource Specialist's Report – Jamin Carlson reported on the following:

- Getting equipment to AIS inspectors.
- Working with Always There Staffing on AIS tablet issues.
- AIS meeting with Bill DonCarlos regarding decon and resorts.
- July 5-8, 2016 - Veliger sampling with Bob Gack on 14 lakes (10 in Hubbard County and four in Wadena).
- June 22, 2016 – Attended RUSLE2 and WEPS training in Thief River Falls.
- June 30, 2016 – Watched buffer webinar.
- July 1, 2016 – Attended soil loss/buffer meeting in Bemidji. Compliance date of November 1, 2017, for public ditches and November 1, 2018, for public waters.
- Filled out evaluation and met with District Manager for performance review.
- June 16, 2016 – WCA site visits with TEP on Landry, Eagle Lake property; with Faltersack, Highway 71 property regarding putting in a driveway (made aerial maps); and to Mississippi Headwaters Retriever Club on Highway 71 regarding digging out the wetland and what he could and couldn't do (made aerial maps).
- Contacted DNR regarding possible violation on Peter Shaw property on Highway 80.
- June 10, 2016 – Met with Miller on Gray Goose Drive regarding not putting in a wetland pond.
- June 20, 2016 – Worked on hydrolab and sent it to be repaired. Determined to be an internal connector that broke.
- GIS nitrate mapping for well locations.
- June 21, 2016 – Took Obwell measurements on southern part of County.
- Making soil erosion maps for Pine Haven, Eagle Bay, Jensen, Schmidt, and Fredman projects.
- June 10, 2016 – Community Partners site visit to Pine Haven Christian Assembly Camp for possible grant.
- Will be doing more veliger sampling in two weeks.

District Manager's Report – Julie Kingsley reported on the following:

- June 15, 2016 – Attended Strategic Planning meeting.
- June 22, 2016 – Attended NRCS work group meeting at office.
- June 23, 2016 – Attended SWCD budget committee meeting.
- June 24, 2016 – Performed Water Quality Specialist one-year evaluation.
- June 27, 2016 – Reported on the MAWQCP grant. Returned \$2,991.28. Department of Ag. would not approve the flyer for publication in time for distribution.
- June 28, 2016 – Attended JPB meeting in Bemidji.

- June 29, 2016 – Attended Leech Lake River WRAP final public meeting on draft WRAP. Waiting for additional PCA information to complete draft. Should be completed this summer.
- July 1, 2016 – Nitrate testing done at the office (eight samples brought in for testing).
- June 10, 2016 – Community Partners site visit to Pine Haven Christian Assembly Camp for possible grant for addition to lodge. Money would have to be used before December. Memo being completed by Westerberg.
- June 10, 2016 – Westerberg cost-share survey on Margaret Schmidt property on Belle Taine Lake.
- Completed geologic survey.
- June 28, 2016 – Attended LWMP Task Force meeting. Set 2016 budget, shared information on Pine Haven Camp application (Westerberg had not completed plans yet).
- June 9, 2016 – Mississippi Headwaters WRAP conference call. Hubbard SWCD will remain the fiscal agent. Phil Vortruba will be reallocating some funding to cover RESPEC modeling and plan writing.
- June 13, 14, 21, 2016 – Obwell readings.
- July 1, 2016 – New fiscal year for DNR and will begin revamping the Obwell program. Hubbard SWCD will be a pilot project. Contract has been signed and sent. Will need to do training. Well readings will now be done four times a year (April-November).
- Found four Tullibee Forestry Stewardship plans that had not been invoiced to the DNR and sent out bills.
- Working on completing seven Tullibee Forestry Stewardship plans from Northern Forestry.
- Guggisberg/Mooney wild rice easement sent to the Attorney General for signature. Have not heard back as to whether it was accepted.
- June 16, 2016 – WCA site visit on Retriever Club, Faltersack Highway 71 property, and Landry property.
- July 19, 2016 – Will present SWCD 2017 budget to County Board.
- July 27, 2016 – Attended 1 Watershed 1 Plan meeting with Cass County.
- July 15-16, 2016 – Jamin Carlson will do nitrate testing at the county fair.
- July 20, 2016 – Will attend “Fields to Streams” webinar.
- August 5, 2016 – Nitrate testing at SWCD office.
- August 12, 2016 – Mussel survey with Menahga Conservation Club
- August 29, 2016 – Audit by Peterson.

District Conservationist Report – Dan Pazdernik reported on the following:

- July is MN NRCS All Cultural Appreciation Month.
- No word on CSP 2017 sign-up.
- EQIP 2017 deadline is August 19, 2016.
- June 16, 2016 - Mailing to interested contacts for EQIP.
- EQIP and CSP application/contracting activities.
- Field visits for practice check-outs, screenings, and conservation planning.
- FSA compliance reviews in Clearwater County.
- Still waiting on CSP re-enrollment reviews.
- Blinds have been installed in office.
- Parking lot was not paved in June. Will need to be leveled off before paving. Should be paved soon.

OLD BUSINESS

A motion was made by Supervisor Goodrich to approve the 2017 Budget, with the following amendments:

- Change staff training amount in Budget to \$2000 from \$200. Insert “draft” for title of Budget. In State Project Expenses, add Local Capacity of \$28,884.

Seconded by Supervisor Grandy. Affirmative: All. Opposed: None. Motion carried.

- IT Specialist, Brian Sandberg, has the new computer waiting for final setup information.
- New office chairs will be here on July 6, 2016.
- District Manager will find a shed in the \$1200-\$1400 price range and present it to the Board at the next meeting for approval.
- A motion was made by Supervisor Goodrich to table the tree discussion until the next board meeting, seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

- Administrative Assistant interviews will be completed on July 6, 2016. Will have a recommendation by the end of the day on July 6, 2016, or July 7, 2016. A motion was made by Supervisor Sells to authorize District Manager, Supervisor Goodrich, and Supervisor Rettinger to make the selection and hire an Administrative Assistant, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

CLOSED MEETING

Supervisor Sells made a motion, seconded by Supervisor Rettinger, to go into closed session according to MN Statute 13D.05, subd. 3(a). Affirmative: All. Opposed: None. Motion carried.

RE-OPEN REGULAR BOARD MEETING

The regular board meeting was reconvened at 11:30 am on July 6, 2016.

NEW BUSINESS continued

- A motion was made by Supervisor Goodrich to authorize a normal step increase for Jamin Carlson, seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.
- Jamin Carlson will do nitrate testing at the county fair on July 15-16, 2016. Hours will remain the same as last year. Will put up a sign at the fairgrounds during the fair this year stating that we perform nitrate testing in the office to possibly discontinue nitrate testing at county fair.

CORRESPONDENCE:

- Minnesota Department of Health Smithsonian Exhibit debuts in Minnesota.
- No letter received from JPB.

CLOSED MEETING

Supervisor Sells made a motion, seconded by Supervisor Goodrich, to go into work session according to MN Statute 13D.05, subd. 2(a)(3). Affirmative: All. Opposed: None. Motion carried.

Closed session ended 12:09 pm.

RE-OPEN REGULAR BOARD MEETING

Supervisor Iles made a motion to reconvene the regular session, seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion Carried.

The regular board meeting reconvened at 12:10 pm on July 6, 2016.

Supervisor Sells made a motion to raise the District Managers salary to \$22.50 per hour, retro effective to July 1, 2016, with the stipulation that the District Manager position be eligible for the 10/15/16 annual step increase. The Water Quality salary would raise to \$18.00 per hour, retro effective to July 1, 2016. Additionally, the medical insurance contribution would increase for each full-time employee to \$350.00 per month retro effective to July 1, 2016. Supervisor Goodrich seconded the motion. Affirmative: All. Opposed: None. Motion carried. Affirmative: All. Opposed: None. Motion carried.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, August 10, 2016, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned.

APPROVED 8-10-16 SECRETARY Ruth Grandy
Date Ruth Grandy, Secretary

Additional Corrections Completed: 11-9-16 IRG (date and initial)