

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM OCTOBER 12, 2016 REGULAR BOARD MEETING

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 Rettinger, PR&I
 Don Sells, Treasurer

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

Supervisor Iles opened the meeting at 8:30 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Julie Kingsley asked to add to the agenda - New Business: (h) 1Watershed 1Plan, (i) Eagle Bay Resort. A motion was made by Supervisor Goodrich to accept the agenda as amended, seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried. (j) Audit Letter was added later.)

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

TREASURER'S REPORT

Treasurer Sells requested to check into what was in the Net Income amount at bottom of the Balance Sheet report. Annette will get the information to him. Treasurer Sells had no further questions and presented them to the board, subject to the auditor's review.

PUBLIC INPUT

Commissioner Smith: Commissioner was asked - why the decision for all the Class 5 on Coon Lake Road? His reply included that it is a Forestry Road so the County Forestry decides the maintenance done to it. The old water tower, a hazard to the county, was successfully removed last week. The county office coordinator/human resources position has been split into two positions. They are still working on the preliminary budget and not sure when the final budget will be done. Unions are negotiating this year with health insurance discussion being an issue.

The bypass or truck route was discussed, the grubbing process has started and they will be clearing soon, with next spring targeted to start construction.

REPORTS

Supervisor's Reports:

Supervisor Iles: Reported that he didn't attend any meetings. He heard from our past tech who was concerned that our website needs to be updated to be able to qualify for BWSR Grants according to their bylaws. Supervisor Iles also shared the correspondence he received from BWSR – The Buffer Compliance Inventory on their timeline and goals; covering their goals, expectations and dates. He shared an article on the increasing population.

Supervisor Goodrich: Reported on an interesting opinion article on pipelines and where more information could be found. Tall Pine Toms sent a Thank-You for the donated plat book and one should be coming from the MN Deer Hunters Association. He attended the Aquatic Invasive Species Summit II – Turtle Lake infestation has temporarily shut down the public access, and mentioned 5 other lakes that have the invasive species Starry Stonewort. He also discussed the pilot program on Lake Koronis running this year to try to reduce the infestation. If the pilot program shows success they will work on the major part of the lake next year.

Supervisor Sells: Reported on the news article about our past employee and his catch. Supervisor Sells will be changing his email and possibly his phone number(s) soon and will let us know when it happens. He also mentioned that debate with our District 2 candidates and one of them is not in favor of the State of MN DNR acquiring more lands because this will put pressure on people who want to come up here to buy land and build homes. He will discuss the Forestry information later.

Supervisor Grandy: No meetings attended this past month.

Supervisor Rettinger: Attended the JPB meeting and shared that the district managers received a survey to complete on our Engineer, Bill Westerberg. He commented that Bill has been working with Cass County and their culvert inventory and it has been keeping him from completing our projects. Julie was the only one at the meeting who commented that old projects still need to be completed, some from 2015. Bill's rate fee increase and office space were tabled. Supervisor Rettinger also attended an Area 8 meeting and had a personnel meeting last week for the district managers yearly review.

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

- AIS – met with Bill DonCarlos about allocating hours for inspectors. Reports for Wadena are started. Jamin also told Bill that they could buy our traffic counters at a depreciated rate. We are not using them and there is still time on our subscription.
- WCA – a lot of violations, many calls and visits about people looking for advice and many site visits this month.
- Nitrate Clinic this month had 6 people come in with a total of 9 tests.
- Water Monitoring – last sample was taken on the Kabakona River for the year with the highest test results so far this year. Also, the last dissolved oxygen sample taken from Long Lake for this year.

- Cost-share/Conservation Delivery – doing research on other types of products other than rip-rap – want to get away from this and try to go with vegetation, netting, mesh, web or more cost effective items for shore line water erosion. Pine Heaven is working on getting building permits and Julie was able to get an extension on their project. Deerview Road – meeting scheduled with Bill Westerberg on what needs to be done yet. Also mentioned other township roads that need engineering input on issues from the years rain events.
- Meetings – Area 8 Tour in Baudette.
- Wild Rice – He had a couple of site visits.
- Meetings attended – Jamin attended a workshop in Paynesville covering erosion, Ag on pesticides, cover crops and buffer update. He also attended a Groundwater workshop in Duluth. He will be attending the BWSR Academy later this month.

District Manager's Report – Julie Kingsley reported on the following: Meetings attended included – Forestry Meeting, JPB Board Meeting, Twin Lakes Assn. on Fish Hook River Restoration, her performance review, and plans to attend BWSR Academy sessions.

- Forestry Meeting – has copies of publications available if interested. We just received a survey asking what type of equipment we need, and if we need any information posted to the web site – they would help with that. A grant could be written for a forester, she found out that Ann Oldakowski is the Forester for our area and could be available for us if we needed plans for forest stewardship.
- Twin Lakes Assn. – they are pushing to do a restoration on the Fish Hook from Hwy 87 and south, where it was ditched. There still is funding available from Army Corps of Engineering but they still need a sponsor. We would need to find dollars for the match.
- BWSR Academy – Julie was planning to attend on Tuesday and just found out she should attend a 1 Watershed 1 Plan session on Wednesday morning.
- Tree orders – the tree order form and newsletter are done and are at Haas Printing.
- Working on reviewing accounts with Annette.
- Conference call regarding Mississippi Headwaters WRAP with RESPEC.
- Pineland Sands Aquifer – The Enbridge Grant – 5 people interested in Hubbard County and we have a contract ready to be signed.
- Nitrate Clinic again November 4th.

District Conservationist Report – Dan Pazdernik reported on the following:

- October is National Disability Awareness Month.
- CSP – the 2017 signup was not yet announced, and training will be Oct 17th and 18th.
- EQIP program deadlines are: Eligibility – Nov 30, 2016, Ranking – Jan 13, 2017 and others will be announced later. He went with Alicia to the Becker County SWCD cover crop session and attended the Toolkit 9 training in Thief River Falls with Alicia and Jamin. Dan also noted that SWCD has access to a lot of good programs through NRCS and the USDA computer connection.
- Activities were: EQIP conservation planning as well as assistance to other counties. Our parking lot was just completed. He brought our remaining two new chairs for the boardroom when he went up for his performance review as well as 2 new stand-up desktops for Alicia and himself.

- He also updated us on Jon, their contract employee. As of October 4th Jon was put on a stop work order and not sure when or if his position will be renewed.
- Their soil scientist will be here in December to do a short presentation.

OLD BUSINESS

- District Managers Review – Personnel Committee met last Friday, did their review, and recommend her continued employment and give her the associated step increase. The committee decided that the review needs to be completed by the committee members and the employee will go over it and add comments before the committee accepts and signs. Supervisor Sells moved to approve her performance review and give her the associated step increase. Supervisor Grandy seconded. Affirmative: All. Opposed: None. Motion carried. Performance Review will be completed and signed after the meeting.
- QuickBooks desktop vs QBO – Annette put together a list of pros and cons for both QBO and QB Desktop and recommends that we continue with QBOonline and will check back later when more comfortable with all the grants and other routines and procedures. The board agreed that we would continue as is and revisit the beginning of next year.
- Community Partners – No response from Eagle Bay Resort yet on what they are planning to do. Julie recommends that the board discontinue their contract because they have been dragging this too long and we could use this money for another project. They were notified that we need to know what they want to do. The board recommends and agrees that they be notified one more time by registered mail and need to respond back to us by beginning of next month so that we can allocate these funds for someone else if they choose to not to go ahead with their approved plans.
- Community gathering in January – The Northwoods Bank Community Room has been booked for January 17th from 2-8pm. Suggestions to run articles in the news paper and over radio station to make awareness, then run an ad or two the beginning of January to formally announce the event. Two committees were assigned for the event. Lynn and Ruth will be on the refreshments committee. Bob, Don S, Don R, Julie and Annette will be on the program committee. Annette will work on setting a date for a meeting the end of November or beginning of December. Everyone needs to bring suggestions to the next meeting for ideas for a program.
- Website – Supervisor Goodrich - We only found some text HTML coding to Dreamweaver to update the existing website. He is in process to try to work with the old system to temporarily use and update the web with what is needed. Jeff Mosner will be able to help us set up a new site – we will still need a host to hold our website for a minimal yearly fee.

Supervisor Iles called for a break at 9:40 am.

Meeting reconvened at 10:08 am.

NEW BUSINESS

- Signatures needed for amended contract with RESPEC for the Mississippi Headwaters WRAP - Julie reported that we are the fiscal agent for the Mississippi Headwaters WRAP and an amendment needed to be done to rearrange money allocations. She recommend the board approve the amendment. Supervisor Sells moved to approve the contract with

RESPEC referring to the Mississippi Headwaters WRAP. Supervisor Grandy seconded. Affirmative: All. Opposed: None. Motion carried.

- Data Policy – Area 8 - Melissa went to a training before she left on Data Policy and how to handle requests for information. We need to have procedures in place before we can actually give out requested information. Table this until next meeting and Julie will have samples of how other districts do theirs.
- Operations Handbook – Supervisor handbooks need to be updated with the newest versions of each section. Supervisor Goodrich recommended that everyone bring their handbook for the next meeting to verify what each needs to bring them up-to-date. Will table until next month.
- Federal Government Possible Shutdown (Dec 9th) – need to determine what our procedures would be if USDA does a shutdown. Dan Pazdernik will look into the rumor of a December shutdown and then we can decide what SWCD will do.
- Resolution Ballot – moved to later in the meeting.
- New desk for Annette – Annette looked into finding a new desk. Her brother has a couple of modular type desks from his old office that would work. He will get back to Annette if it could be donated or sold at a reasonable price. The board authorized the district manager and administrative assistant to negotiate a price up to \$500.
- Pineland Sands Aquifer Project – Julie recommends that the board approve the Cost-share for the planting of pollinator flowers and trees in Hendrickson Township through the Enbridge Eco-Footprint Grant. Signature is needed to approve this project. Motion by Supervisor Goodrich to approve the Pineland Sands Aquifer Project Cost-share application for Richard Loma for \$8,139.00. Supervisor Grady second. Affirmative: All. Opposed: None. Motion carried.
- 1 Watershed 1 Plan – Julie went to a meeting with BWSR representatives for orientations of the process to get the plan going. She handed out basic information to the supervisors and will need to have a supervisor on the Planning Committee.
- Eagle Bay Resort / Rain Gardens – this was covered earlier.
- Audit letter – signature needed to verify that the board understands what Peterson Company, Ltd responsibilities are for our audit. The Chair signed the letter and the copy will be sent on to them via email.

CORRESPONDENCE

- The MCIT annual report came again in a very expensive book form. Julie highly recommends that each supervisor send a message to the company indicating that they not ‘waste our money’ on processing this type of a yearly report.
- Julie passed around some information about “Right to Access Public Data”.
- North Central Joint Powers Board – Bill sent us a list of what projects we have.
- Minutes are available from the MN Area 8 meeting that no one was able to attend.
- A copy of the newsletter was passed around.
- Information was shared from the MN DNR Division of Forestry meeting Julie attended.
- Julie presented power point printouts on other workshops she attended.
- MASWCD – Annual Conference is December 4-6 and reservations are due by November 15, 2016 if interested in going.

- The BuffCat, software for the Buffer Law, is up and running, all 3 staff are able to get in and would be able to input data. Jamin and Julie highlighted what it is all about. Initial review on parcels due by January 1, 2017.

At 12:05 the board indicated that others could leave as the normal meeting was completed. The board supervisors proceeded with the Resolution Ballot. The form will be sent out after signatures obtained.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, November 9, 2016, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Next meeting, Darren Newville will be talking about irrigation scheduler and there will be an Enbridge Presentation.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 1:19 pm.

APPROVED: 11-9-16
Date

SECRETARY Ruth Grandy
Ruth Grandy, Secretary