

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM JANUARY 11, 2017 REGULAR BOARD MEETING

Corrections – February 8, 2017

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

Members present: Lynn Goodrich, Vice-Chair
Don Rettinger, PR&I
Don Sells, Treasurer

Members absent: Bob Iles, Chair
District 2 Supervisor – vacancy

Others present: Julie Kingsley, District Manager
Annette Olson, Administrative Assistant
Dan Pazdernik, District Conservationist
Ed Smith, Hubbard County Commissioner
Brandon DeFoe, NRCS Soil Scientist
Julie Blackburn, RESPEC representative
Marcel Noyes, Interested in District 2 vacancy

Others absent: Jamin Carlson, Water Quality/Resource Specialist

Supervisor Goodrich, acting Chair, opened the meeting at 8:32 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Updates to the agenda: Old Business: g: change JPB to AIG. New Business: add h: Operational agreement w/ NRCS. Old Business: a: verified the needed to discuss & approve the Capital Improvement amount then approve the 2017 Budget.

MOTION by Sells to accept the agenda as amended. Seconded by Rettinger. Affirmative: All. Opposed: None. Motion carried.

Correct (Treasurer's) in the correction statement of last month's minutes. Add 'and DeLaHunt Broadcasting' after Northwoods Press in Supervisor Iles report, and change 'add' to 'ad' in the following line. Page 4: change - reconvened time to 11:10 am. Page 3, first bullet, second line, under Upcoming Events: remove 'questions to ask'.

MOTION by Rettinger to approve the minutes as amended. Seconded by Sells. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Clarification by Treasurer Sells on the financial reports regarding funds transferred from Earned Income into Unearned Revenue by year of grants. Question on the outstanding AIS invoice for hours from missed pay periods. Question on the fifth entry of the Quick Report 'Taxes withdrawal' – December 6th payroll. With no further questions Sells presented financial reports to the board, subject to the auditor's review.

PUBLIC INPUT

Brandon DeFoe – NRCS Soil Scientist: Website Presentation on "Web Soil Survey". A supervisors' property was used for the demonstration. Brandon showed how to navigate around the site to see what major and minor components of soil he had on his property for possible future practices or improvements. Brandon touched on a few other tools that would help with planning and that he is available to assist as needed.

Julie Blackburn – RESPEC: Presentation and update on the Mississippi Headwaters WRAPS Project with scenarios, story maps, module techniques, and TMDL's on streams, rivers and lakes. A public meeting is scheduled at City Hall in Bemidji January 12, 2017.

Commissioner Smith: Commissioner Smith asked for questions and reported that the Levy is set and they are still working on budget items. Negotiations are continuing for all 17 7 unions. Reorganization is still in process at the Extension Office. Interviews this week for Human Resource position. Expansion of the meeting room is completed at the Ag Building at the fair grounds and looks great. A lot of snow plowing this past month again and getting ready for spring. The truck route is still on track for completion this spring.

REPORTS

Supervisor's Reports: Supervisor Iles: Absent – no report.

Supervisor Goodrich: Pastor Chip Nelson at Riverside Methodist Church will be doing a First Day of Spring Get-together Meeting on AIS and the importance of our lakes. More information will be coming.

Supervisor Sells: Will be attending the Soil & Water Forestry meeting next week. Met with the County Board on the Leech Lake 1W1P. We received and appreciate an increase in funds for 2017, though not close to what was requested.

Supervisor Rettinger: Attended the Area 8 meeting to set up March & June Programming. Koochiching SWCD will be hosting the Area 8 Fall Tour in September 2017.

Water Quality/Resource Specialist's Report: Jamin Carlson absent, Julie Kingsley highlighted his Progress Report:

- WCA calls.
- Buff-Cat information completed on the web and site visits will be done this spring.
- Ditch Inventory - still waiting on the final information – (received data on January 12).

- Community Partners – Pine Haven and implementing a second project.
- Meetings/Trainings attended - Website finalized and up and running will be getting a brief training Jan. 12, Guided Stalk Workshop Jan.12, Obwell Monitoring will start up again next month and he has been doing grant research.

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

- Meetings attended the past month included Leech Lake Area Watershed Foundation; County Board Work Session for 1W1P and met with attorney, still working on MOA; another 1W1P meeting (work session) on January 13, e-Link training then a website training tomorrow in Bemidji.
- Leech Lake 1W1P – covered earlier.
- Mississippi Headwaters WRAPS – covered earlier.
- Nitrate Testing – 5 tests last week.
- Straight River GWMA Grant meeting on January 22, 2017 – working on a producer meeting with co-ops and what they have to offer, making connections, and finding funding for their needs.
- Tullibee Forest Stewardship – asked for an extension to June 30, 2017.
- WCA – covered earlier.
- Upcoming Events – Meet Your Local SWCD at Northwoods Bank on January 17 from 3-7 pm, RIM Webinar January 23, speaking at Park Rapids School Career Day on January 24, next Nitrate testing on February 3rd and next board meeting on February 8th. Nitrate testing map requested for our event on the 17th.

Acting Chair Goodrich called for a break at 10:35 am.

Meeting reconvened at 10:55 am.

District Conservationist Report: – Dan Pazdernik reported on the following:

- Conservation Stewardship Program – Applications due by February 3, 2017.
- Environmental Quality Incentives Program – Eligibility deadline is January 20, 2017.
- Regional Conservation Partnership Program (RCPP) – Applications due March 6, 2017.
- Outreach – resent CSP signup PSA to Northwoods Press and Park Rapids Enterprise
- Current activities and other items –
 - Finalizing EQIP eligibilities.
 - Accepting CSP applications.
 - Dan is no longer working with Baudette NRCS workload.
 - Supervisory duties for Crookston NRCS due to a retirement.
 - Grazing Workshop on February 28, 2017.
 - Working on Operational Agreement Pilot Project with SWCD – agreement is due January 13, 2017.

Julie gave a brief update for the Grazing Workshop scheduled for February 28, 2017 at the Guthrie Community Center.

OLD BUSINESS

- Budget – The Budget Committee met to finalize the 2017 Budget on December 27, 2016. Discussion on dollar amount for Capitol Improvement.

MOTION made by Rettinger to approve the Final 2017 Budget. Goodrich seconded. Affirmative: All. Opposed: None. Motion passed.

- Meet your local SWCD – January 17, 2016 from 3-7 pm at the Northwoods Bank Community Room – Brief update given by Julie Kingsley on what is scheduled.
- 2017 Event Calendar – Final dates added for 2017 to complete the calendar with some discussion.

MOTION made by Sells to approve the 2017 Calendar of Events. Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion passed.

- Annual Work Plan – Julie Kingsley reported that we were still working on the report.

MOTION made by Sells to table the Annual Work Plan until next month. Goodrich seconded the motion. Affirmative: All. Opposed: None. Motion passed.

- Leech Lake 1W1P MOA – Julie Kingsley reported earlier on this item, and added that we were waiting to hear back from the Hubbard County lawyer on acceptable wording for the MOA.
- Data Practices Policy – Policy discussed at a previous meeting and sent out to all to look over for approval.

MOTION made by Rettinger to approve the Government Data Practice Policy presented. Seconded by Sells. Affirmative: All. Opposed: None. Motion passed.

- MN SWCD Forestry – Discussion on the cost to complete the contract agreement. All agreed more information was needed from next Friday's meeting. Sells will let someone know if he can't make the meeting.

MOTION by Goodrich to table this item until next month. Seconded by Rettinger. Affirmative: All. Opposed: None. Motion passed.

NEW BUSINESS

- 2017 Resolutions to accept WCA Administration – Julie Kingsley reported that she is still checking on getting the correct wording for the resolution.

MOTION by Goodrich to table this item until next meeting. Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion passed.

- Yearly Dues – Sells lead discussion on dues for 2017: MASWCD -\$3,090.93, MN SWCD Forestry-\$60, MN Lakes & Rivers \$100, and others not yet received bills include Area 8, MACDE and NACD. Julie Kingsley reported that Gizibi also requested financial support.

MOTION by Goodrich to pay the dues for MASWCD, MN SWCD Forestry, MN Lakes & Rivers, Area 8, MACDE and NACD when due to be paid. Sells seconded the motion.

Affirmative: All. Opposed: None. Motion passed.

• Designate Financial Institution – MOTION by Sells to continue with Northview Bank for our financial needs. Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion passed.

- Reorganization of the Board – will address later in the meeting.
- 2017 Grazing Workshop – Julie Kingsley reported additional information on the caterer, speakers and donors for the event.
- By-Laws and Personnel Policy - By-Laws will be covered in February. Discussion on the payout of earned vacation time for employees who terminate. This is not addressed in the Employee Personnel Policy. More information is needed to address this item completely.

Staff is to check into what was done for past employees who have terminated, and bring back information to next month's meeting.

- District 2 Supervisor Replacement – Motion made by Goodrich to appoint Marcel Noyes as the District 2 Supervisor. Rettinger seconded the motion. Affirmative: All. Opposed: None. Motion passed. Marcel Noyes took the oath of office as District 2 Supervisor.

- Reorganization of the Board – Acting Chair Goodrich called for nominations for the Chair: Rettinger nominated Lynn Goodrich. Sells seconded. Acting Chair called for other nominations three times. With no other nominations, Acting Chair Goodrich closed nominations and called for a vote. Sells: Approved. Rettinger: Approved. Newly appointed Noyes: Approved. Goodrich: Abstained. Nomination Passed.

Acting Chair Goodrich called for nominations for the Vice-Chair. With no nominations, acting Chair Goodrich moved on to nominations for the Secretary. With no nominations, Acting Chair Goodrich called for nominations for the Treasurer. Sells nominated Bob Iles. Rettinger seconded. Acting Chair Goodrich called for other nominations three times. With no other nominations, Acting Chair Goodrich closed nominations and called for a vote. Sells: Approved. Rettinger: Approved. Newly appointed Noyes: Approved. Goodrich: Approved. Nomination Passed.

Supervisor Rettinger nominated Don Sells for Vice-Chair. Newly appointed Noyes seconded. Acting Chair Goodrich called for other nominations three times. With no other nominations, Acting Chair Goodrich closed nominations and called for a vote. Rettinger: Approved. Newly appointed Noyes: Approved. Goodrich: Approved. Sells: Abstained. Nomination Passed.

Supervisor Sells nominated Don Rettinger for Secretary. Newly appointed Supervisor Noyes seconded. Acting Chair Goodrich called for other nominations three times. With no other nominations, Acting Chair Goodrich closed nominations and called for a vote. Newly appointed Supervisor Noyes: Approved. Supervisor Goodrich: Approved. Supervisor Sells: Approved. Supervisor Rettinger: Abstained. Nomination Passed.

Supervisor Sells nominated Marcel Noyes for Public Relations & Information. Supervisor Rettinger seconded. Acting Chair Goodrich called for other nominations three times. With no other nominations, Acting Chair Goodrich closed nominations and called for a vote. Goodrich: Approved. Sells: Approved. Rettinger: Approved. Newly appointed Noyes: Abstained. Nomination Passed.

Recommendation was made to postpone appointments until next month.

- Operational Agreement with NRCS – Julie Kingsley and Dan Pazdernik reported that an approved agreement is needed by this Friday. Discussion covered included cost per Common Computing Environment (CCE) seat to the Federal Server, rent per square footage of space occupied by SWCD, feasibility of one, two or all three employees keeping the computer connection. Software available from server and if we use, options to purchase our own network system and have only one employee connected to Federal Server, options to purchase our own printer/copier because the printer the SWCD is now using is only accessible through the federal server. Item tabled until staff can get answers to these questions.

CORRESPONDENCE: Julie passed around Christmas cards received after the December meeting and passed copies of the Area 8 agenda for the March 10, 2017 meeting.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, February 8, 2016, at 8:30 a.m. in the Conference Room at 603 Central Avenue North, Park Rapids, MN. Supervisor Rettinger will have refreshments. Items to cover will be Review Strategic Planning, Consumer Price Index, Supervisor Appointments, Self-Assessment Tool, Grazing Workshop, Obwell Monitoring, Adm. Asst. 6-month review, Annual Work Plan, MN SWCD Forestry request, 2017 Resolutions to accept WCA Administration, Review By-Laws and Personnel Policy-Vacation payout upon termination, Operational Agreement with NRCS.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 1:08 pm.

APPROVED: 2-8-2017 SECRETARY Don Rettinger
Date Don Rettinger, Secretary