

# **HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT**

## **MINUTES FROM FEBRUARY 8, 2017 REGULAR BOARD MEETING**

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, Chair  
Don Sells, Vice-Chair  
Bob Iles, Treasurer  
Don Rettinger, Secretary  
Marcel Noyes, PR&I

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

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

### **AGENDA AND MINUTES**

Items added to the agenda – Add under Agenda: a. Swear in Supervisors Bob Iles and Don Rettinger to their new term. Old Business – add b. Evaluation of Annual Meet Your Local SWCD event; Action Items: a. change Annul to Annual, g. NACD Dues amount. Under New Business - Action Items: add i. Giziibii update, and j. MN Lakes & Rivers Advocate Membership.

Iles moved to approve the agenda as amended. Rettinger seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

Supervisors Iles and Rettinger were sworn in to their new appointments, and signed their Oath of Office.

Correction to Minutes: Page 2, under Commissioner's report change 17 to 7 unions. Supervisor Sells moved to approve the minutes as amended. Supervisor Noyes seconded the motion. Affirmative: All. Opposed: None. Motion passed unanimously.

### **TREASURER'S REPORT**

No questions on reports presented, Treasurer Iles presented the Treasurer's report to the board, subject to the auditor's review.

## PUBLIC INPUT

Commissioner Smith: Commissioner Smith asked for questions. Still in negotiations with unions, truck bypass is moving along, started looking at summer road construction projects. Simonson Convenience Store moving into the area.

## REPORTS

Chair's Report: Chair Goodrich went before the Hubbard County Commissioners regarding Leech Lake 1W1P with Julie and Supervisors Iles, Sells and Noyes. Need to get the policy committee together with Ed and Julie and Cass County to complete and to bring it to the attorney for final review. Bring the Final MOA Draft to the board for voting.

Supervisor Sells: Will report on the forestry meeting he attended later.

Supervisor Noyes: Setting up meetings with his district townships to introduce himself and give them awareness to what our SWCD can do for them. Recently met with Hendrickson Township, well received and they presented their concerns about Kabekona Creek. Will be meeting with other townships between now and May. Contact information given to Admin. Asst. to contact a possible rain monitor.

Supervisor Iles: Information about open holes in the ice. Most common answer is that methane gas can create holes in the ice in the middle of the lake; or flooding – drain to low spot to create a hole. He also shared 2 articles from recent papers about AIS concerns. One article talked about no waste facilities at boat landings to dispose of unused bait, and can't transport lake water.

DNR is having a meeting at the Century School on February 28 meeting about license increases for hunting and fishing. This would be a good time to bring concerns up.

First Day of spring, United Methodist Church is having a meeting on AIS and our lake responsibilities. Planning meeting will be February 14<sup>th</sup>.

Supervisor Rettinger: Wanted to relay a thank you to the board for inviting the St. Philips School to the Fresh Water Festival.

Supervisor Sells would like to have a common packet to use when they go to townships to present what our SWCD does. Supervisor Noyes was asked to share what he is using at our next meeting.

Chair Goodrich shared a thank you received from Betty Larson for the staff's excellent service and assistance with her grant preparation, and Goodrich requested a copy be put in each of Jamin and Julie's personnel files.

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

- WCA - inquiries for properties on Lake George, Hennepin County and Plantagenet.

- Ecofootprint Grant for a Deerview Road project in Henrietta County and another grant for Edgewood Estates on Long Lake. Hubbard SWCD be the fiscal agent.
- Conservation Delivery - gathered information, funds and ideas for a project; worked on minor watershed maps; Enbridge grant; permits and grant proposals.
- Community Partners – information put together for meeting and met with engineer on Pine Heaven Camp plan changes to reduce estimate; planning a second project to improve on first project.
- Cost-Share - meetings for projects, permits, revised plans and contractors; meetings for design plans, site visits with DNR and engineer, helped get bonds, insurance and site/road prepped.
- Meetings/Training - Guided Salk Workshop, staff meeting for Grazing Workshop, Website training, met with city of Park Rapids about possible pollinator project at the airport, meeting for erosion/storm-water event project(s), grant ideas, plans and timelines for Deerview project.
- Attended and did presentation at the Meet Your Local SWCD.
- February Activities – more Cost-Share, Conservation Delivery and Community Partners; work on possible Pineland Sands pollinator project at the airport; Grazing Workshop on February 28<sup>th</sup>; Area 8 Workshop on March 10<sup>th</sup>; Obwells – did first readings Monday and Tuesday, February 6 & 7, 2017; will be on vacation February 13-24<sup>th</sup>.

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

- Attended website training, BWSR eLink training in Bemidji, Interview with Northwoods Press on Pineland Sands Aquifer, Webinar on RIM Easements, spoke at the Park Rapids Career Day (appx. 100 students) - only 3 had heard of the SWCD, finished BWSR eLink reporting, MPCA Mississippi WRAP reporting and BWSR WCA reporting.
- Attended and worked on Leech Lake River 1W1P in Walker and met with the County Board on the MOA. If we don't do the 1W1P now all the information already collected will have to be gathered again to do the project later.
- Attended the Meet Your Local SWCD.
- Attended the Mississippi Headwaters WRAP meeting in Bemidji.
- Met with City of Park Rapids about doing a pollinator project at the airport.
- The Tullibee grant ended January 31, 2017, but had two projects not complete so requested an extension. We also were granted more money to cover plans already completed. Grant is extended until June 30, 2017.
- Nitrate testing – probe was not working for the 10 samples brought in, they will be tested when the new probe arrives; Grazing Workshop at the Guthrie Community Center; will check on the date of the next JPB meeting; will be on vacation February 9-20<sup>th</sup>.

Supervisor Noyes mentioned the Laporte School will have a Family Fair Day on March 10, 2017 from 4-7 pm and we could have a table there.

District Conservationist Report: Dan Pazdernik reported on the following:

- February is Black History Month

- Conservation Stewardship Program – application deadline was February 3<sup>rd</sup> and received 15 applications with eligibility deadline of March 10<sup>th</sup>; Environmental Quality Incentives Program deadline is February 24<sup>th</sup> – Hubbard County’s are all ranked and he is working on Wadena’s; Regional Conservation Partnership Program (RCPP) deadline for applications is March 6<sup>th</sup> for cover crop or ag. related practices.
- Current activities and other items – Scoring EQIP applications in Hubbard and Wadena Counties; Dan is providing limited supervisory duties for the Crookston NRCS Field Office for 120 days as well as started the DC duties in the Wadena NRCS Field Office on February 6<sup>th</sup>; EEO/Reasonable Accommodation Training in Thief River Falls on February 13<sup>th</sup> and 14<sup>th</sup>; Grazing Workshop scheduled for February 28<sup>th</sup>; Jennifer Sweeney is now acting NRCS Assistant State Conservationist for Areas 1 & 2.

### OLD BUSINESS

- Leech Lake 1W1P MOA – covered earlier
- Evaluation of Annual Meet Your SWCD – Supervisor Sells would like to explore options to organize for a better turnout if we do it again. Suggestions were: change time of year, time of day, should visit with townships on a district level to find what interests to cover. Be present at local community events. Supervisors will try to attend future association and township meetings, lake association meeting and COLA meetings.

#### Action Items:

- Work Plan – still working on the annual report and will send copies out to supervisors as soon as finished for review.

Sells moved to table the Annual Work Plan until next month’s meeting. Iles seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

- Resolutions to accept WCA Administration – Julie read the resolutions for: Accepting the Administration of the Wetland Conservation Act then the second resolution regarding the administrator of the Wetland Conservation Act.

Iles moved to accept the resolution to accept the administration from the county for the Wetland Conservation Act. Noyes seconded. Motion was amended to also include the administration of the Wetland Conservation Act and the designee for who is implementing the Wetland Conservation Act. Affirmative: All. Opposed: None. Motion passed unanimously.

- MN SWCD Forestry – Concerns to come up with \$2,400 for our 25% match, with the total for the cycle of the grant of \$3,868. We can do the match with in-kind and the staff will find the accounting information by the next meeting. The match can be in-kind as long as is forestry related and is not state money. Anything not covered will be our liability. Sells will not be able to attend the scheduled meeting on the 17th.

• Board Committee Appointments – Iles moved to change his appointment as alternate for the Leech Lake 1W1P Policy Committee be turned over to Marcel Noyes. Sells seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

Other appointments – Committee members are as follows: **Goodrich** = Personnel, LWP Alternate, WCA Appeals, 1W1P; **Sells** = Finance, SWCD Area 8 Forestry; **Iles** = Finance, LWP; **Rettinger** = Personnel, Joint Powers Board (JPB); **Noyes** = WCA Appeals, LWP Alternate, 1W1P Alternate. Goodrich moved to accept the supervisor committee appointments as discussed at the meeting and will appear in the minutes. Rettinger seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

- Review By-Laws – Staff will locate ‘District Board Operating Rules’ for the next meeting and review with what is available through the MASWCD website.

Sells moved to review the By Laws at the March Meeting. Iles seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

- Personnel Policy – Discussion covered what others do for sick leave payout, information sent out and that the statement ‘leaving in good standing’ should be included.

Noyes moved to make the modifications to the plan. Rettinger seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

- NACD Dues – wanted to verify the 2017 rate of \$300 with the board.

Supervisor Iles called for a break at 10:35 am.

Meeting reconvened at 10:55 am.

### **NEW BUSINESS**

- Grazing Workshop – sample copy of the flyer that went out to over 300 on Monday. Office could be closed for the day of workshop if needed.
- Quarterly News Article – recommendation for Noyes or staff to initiate news articles to be in both the Northwoods Press and Enterprise papers on a regular basis, at least quarterly if not more. Help to get the word out on what projects we are working on.

#### Action Items:

- Review Strategic Planning – clarification on what items are needed for the yearly Strategic Planning Work Session. Work Session is scheduled for March 29 at 9 am-noon and should be posted to website by February 15, 2017.
- Return of 2014 & 2015 Cost-Share funds – several projects fell through this past year and not understanding the biennium for these grants required us to send unused grant dollars, earmarked for 2017 projects, back to BWSR.
- Approve Cost-Share Projects – discussion on projects requesting grant money along with bids received so far. Three property owners request for funds that add up to \$16,050.00 from Cost-Share grants. Sells moved to approve the Cost-Share request for the

Fredman Group up to \$16,050. Noyes seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

- 2017 Local Capacity Work Plan approval. Julie submitted the work plan and requested the Chairs signature. Chair Goodrich signed.

Consumer Price Index – Cost of Living Adjustment was found from two different sources, both show 2.1% increase. Sells moved to approve the total (2.1%) increase retro back to the beginning of the year. Iles seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

- Catherine Donat, Bemidji Custom Accounting – Accountant Catherine Donat had reorganized Lake of the Woods QBO accounts, and was highly recommended to help us with our needs. Julie ok’d her time with Admin. Asst. and to see what our needs were to get our books in order for the year-end. She sent her recommendation for the board to review. Iles moved to hire Catherine to come in and fix our Quick Books, up to \$1,200.

Motion was amended to - pending a contract indicating her proposal. Sells seconded the amended motion. Affirmative: All. Opposed: None. Motion passed unanimously. A

recommendation was made that she send a notice when she logs in to work on our account so the Admin. Asst. can check into what was being done.

- Administrative Assistant 6-month review – Julie reported that she gave a good review to the Administrative Assistant. Iles moved to award the normal 6 month \$ .50 hourly increase retroactive to the anniversary date. Sells seconded. Affirmative: All. Opposed: None. Motion passed unanimously.
- Sign Master Joint Powers Agreement (MJP) – BWSR has an agreement for RIM easement staff that the Chair needs to sign for phase 5. Iles moved to sign the MJP Agreement. Noyes seconded. Affirmative: All. Opposed: None. Motion passed unanimously.
- Giziibii – Julie received a letter earlier and recently received an agenda for a February 8, 2017 meeting with the last minutes and wants to know if the board is interested in becoming members. Not interested at this time, but would like to be updated.
- MN Lakes & Rivers Advocate Membership – invoice received for notice of membership. Sells moved to approve the membership for MN Lakes & Rivers Advocate for 2017 for the amount of \$100. Noyes seconded. Affirmative: All. Opposed: None. Motion passed unanimously.

### **CORRESPONDENCE**

- Preliminary results for the nitrate testing from this past summers six township nitrate testing came in recently. They will have a hydrologist retest any wells this summer that tested greater than 10 mg/L.
- SWCD Legislative Briefing Day at the Capitol on March 20 and 21. Registration needs to be turned in if planning to go.

**NEXT MEETING:** The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, March 8, 2016, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Area 8 Meeting – March 10 in Beltrami County @ 9:00 at the Administration Building, Annual Report & Work Plan due March 15, Spring Newsletter.

**ADJOURNMENT:** Motion by Supervisor Sells to adjourn the meeting. Meeting adjourned at 12:15pm.

APPROVED: 3/8/17  
Date

SECRETARY   
Chair Lynn Goodrich acting Secretary