

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM March 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
Marcel Noyes, PR&I

Member absent: Don Rettinger, Secretary

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

Others absent: Ed Smith, Hubbard County Commissioner

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

AGENDA AND MINUTES

Items to add to the agenda – Under New Business-non action item: b. Bank Information. Under Correspondence: a. Nitrate Maps.

A motion was made by Supervisor Iles moved to accept the agenda as amended, seconded by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

On page 2 under Chair's Report - second line: remove Rettinger, he did not attend. Bottom of Page 3 – should read March 10th from 4-7 pm.

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

TREASURER'S REPORT

Discussion to send out one set of treasurer's report to preview and updates can be given at meeting. Inquiry on why no rent paid out since last April. No bill received to date and no method to pay rent. Treasurer Iles had no questions and presented the report to the board, subject to the auditor's review.

PUBLIC INPUT

No report.

REPORTS

Chair Goodrich: Attended meeting with County Commissioner and their Attorney to get the Leech Lake 1W1P MOA in order to present to the County Board March 7, 2017 for approval. The Leech Lake River 1W1P was approved by Hubbard County – 3 votes for, 1 vote against and 1 absent. The MOA will be sent to Cass County Board of Commissioners.

Supervisor Noyes: Attended Grazing Workshop on February 28th, would like to see more attendance. Attended the Farden, Hart Lake and Lake Port Township meetings to let them know what the SWCD does. Farden noted interest in nitrate testing during their cleanup day if we promote it. Will attend Area 8 meeting on March 10. Recommend we possibly rent a spot for the Laporte Independent Celebration Days for July 1st. Expecting up to 10,000 people to come. Include on April agenda.

Supervisor Iles: Attended the Well Head Protection meeting for Nevis on February 14th. A list of future items needing to be done and a review will happen in 5 years. Found out that 80% of their water comes from Lake Belle Taine and looking to find grant money to help with improvements for their system to operate better as well as doing more testing for the lake water. Attended the Grazing Workshop and thought the attendance was light. Talked about the 'Border to Border Touring Trail' for 4-wheel drive trucks, and what will happen to the terrain on these two trails. He also received a bogus email requesting money.

Supervisor Sells: Attended the COLA meeting and was asked for more information on the Local Water Plan. The 2016 budget will be figured out after the LWP task force meets. Sells stated that the Local Water Plan information is not easy to find on the website, and would like to see information about it on our main page.

Supervisor Rettinger: No report.

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

- WCA – Inquiries and site visits set for spring. Discussion on possible wetland projects.
- Veliger Testing – Estimates prepared for Hubbard COLA (3 lakes) and Mantrap Township (3 lakes). Asked Chair to sign the Mantrap Township Veliger Contract copies.
- Conservation Delivery – Will meet with BWSR on available grant dollars for future projects, update on projects, Shively project on hold until summer, more inquiries on programs, wetlands, and water testing.
- Observation Wells – Wells checked on February 3rd and 6th, uploaded information on 7th. Reported on wells that weren't working properly.
- Cost-Share – Meeting with contractors and Fredman Project completed other than final seeding, will show photos during break. Meetings for permits issues and redesign plan with DNR and engineer and contractor for Shively/Wagner Project.
- Meetings/Training – NRCS Conservation Planning and exam, Grazing Workshop, SWCD Board Meeting.
- Water Quality Testing – Estimate/quote for Long Lake Dissolved Oxygen monitoring.

- Next Month – Will be working on Cost-Share, Conservation Delivery, Pineland Sands Pollinator Project with city, SAM training March 16th, meeting on CWF on March 21st, will be taking Conservation planning courses on Aglearn to gain more knowledge.

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

- Vacation Feb 9 – 17, 2017.
- Cost-Share – Did site visits while Jamin on vacation – project complete – Feb 24, 2017.
- Leech Lake 1W1P – Meeting with Ed Smith, Don Dearstein, and Lynn Goodrich to agree MOA language.
- Mississippi Headwaters WRAP – Phil Votruba re-allocating some funds to have RESPEC do more work on agreement.
- Nitrate Testing – New probe here and did 10 tests in February and 11 in March.
- Pineland Sands Aquifer-Pollinators/trees: Grant ends June 30, 2017. Trying to get the airport to plant their 14 – 20 acres and received another application for 10 acres.
- Straight River GWMA grant – Becker County is having a Producer Workshop on March 16th at the Osage Community Center. Registration requested. Hubbard SWCD plans to do nitrate testing at the event.
- Tullibee Forest Stewardship – Grant extended to June 30th to cover and complete the three last projects.
- WCA – Had a call for wildlife/cattle watering hole, will have to do site visit in spring.
- Upcoming Events: Area 8 MASWCD Meeting-March 10th, Straight River GWMA-March 16th, AIS meeting at Methodist Church on March 20th at 6 pm (will have SWCD display set up), Strategic work session March 29th at 9am, next Board Meeting April 12th.

Rescheduled Strategic Work Session to April 11th at 1:00 pm due to conflicts on March 29th.

District Conservationist Report: Dan Pazdernik reported on the following:

- March is Women's History Month and NRCS sent out a quiz on Women's History and will share with us.
- Conservation Stewardship Program eligibility deadline of March 10th. (have 14 applications now)
- Environmental Quality Incentives Program (EQIP) – funding available after March 21st and all contracts obligated by May 26th.
- Working on EQIP and CSP applications for both Hubbard and Wadena.
- Completed contract reviews and mailed practice reminder letters for all contracts.
- Will have a performance review on Thursday, March 9th.
- Grazing Workshop was February 28th – and reported that it went well.
- Area 1 and 2 NRCS meeting was held on March 1st in Detroit Lakes – Jennifer Sweeney indicated that operational agreements will be rolled out in early May (a computer seat includes a computer, monitor, keyboard, mouse and phone. Dan excused himself from the rest of the meeting.

OLD BUSINESS

- Lift-off Aerial – still waiting on results for 3 ditches that we didn't receive footage on.

- MN SWCD Forestry – information available for in-kind amount to cover the fees for our share of our contract. Staff will check with BWSR to verify that noted dollars are appropriate to use, and then will send the information on to Aitkin County if all good.
- Grazing Workshop review – We had great reviews on the workshop. The presenters were well received and food was great. We will try to set the main speaker earlier for next year and will consider different forms of advertising.
- Review SWCD Presentation Notes – Staff will update Marcel’s notes to include more key information and send out to supervisors. Julie put together notes for the Enterprise to use in their inserts and it could be used as a handout along with the SWCD flyer to hand out at township meetings and other gatherings. Nitrate maps would also be good to promote our Nitrate Clinics.
- Quick Book Online (QBO) reorganization update – Catherine Donat and Julie signed the contract and then Catherine visited our office to get information needed to start the process. She plans to build the initial setup this morning.
- Strategic Planning Work Session – new date is April 11, 2017 at 1:00 in our boardroom.

Action Items:

- Leech Lake 1W1P MOA – Copies of MOA handed out with changes/updated hi-lighted. Supervisor Noyes made a motion to accept the updated MOA for Leech Lake 1W1P that has been accepted by the County Commissioners. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried. Cass County will be meeting here with the Policy Committee on March 14th to discuss bylaws and request for qualifications for a consultant for the project. Their board meeting is on March 21st. Julie will verify everything is in order before then.

Chair Goodrich signed the agreement for Mantrap Township Veliger Testing.

2017 Clean Water Fund SWCD Local Capacity Services Grant Agreement was approved and signed last meeting and had a wrong dollar amount. The correct amount is \$110,000 and a new copy of the document to sign and submit to BWSR. Chair Goodrich signed the revised agreement.

Chair Goodrich called for a break at 11:15 am.

Jamin showed photos of the Fredman Group Project and Obwell information that he gathers to report to the DNR during break.

Meeting reconvened at 11:43 am.

- Review/Approve Annual Financial Report and Annual Work Plan – Annual Work Plan – Page 9, #4 should read 2017. Add to Calendar of Events in January, April, July and October – Quarterly Awareness Articles for local press.

Supervisor Iles moved to approve the Annual Report and Annual Work Plan. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.

- Review By-Laws – tabled until next month.

NEW BUSINESS

- Photo of supervisors for website will be taken at next meeting – one supervisor absent.

- Bank information – question if we had custodial credit risk coverage when doing the Annual Financial Report. Our bank automatically covers our transaction account over \$250,000 and covers our other savings and CD accounts up to a total of \$250,000. Still having issues getting bank information on a timely manner for month end reporting. Julie will request access for all account information needed and pull necessary information as needed.

Action Items:

- Appoint Mississippi Headwaters Representative – Supervisor Sells moved to appoint Supervisor Noyes. Supervisor Goodrich seconded. Sells – approved. Iles – approved. Goodrich – approved. Noyes – Abstained. Motion passed. Staff will update Staff Information Sheet with new appointment.
- Allow Admin. Asst. access to all accounts for month end – this item covered earlier.

CORRESPONDENCE

- Nitrate maps – presented yearly mapping of nitrate clinic information earlier. More detail was requested for supervisor meeting with townships.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, April 12, 2017, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Will review Strategic Planning Work Session. Bob I. will have refreshments.

ADJOURNMENT: Motion by Supervisor Noyes to adjourn the meeting; meeting adjourned at 12:38 pm.

APPROVED: 4-12-2017 SECRETARY: Don Rettinger
 Date Don Rettinger, Secretary