

# HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

## MINUTES FROM July 12, 2017 REGULAR BOARD MEETING

Minutes from the Hubbard County Soil and Water Conservation District Board of Supervisors meeting at 603 Central Avenue North, Suite 100, 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  
Annette Olson, Administrative Assistant  
Jamin Carlson, Water Quality/Resource Specialist  
Dan Pazdernik, District Conservationist  
Ed Smith, Hubbard County Commissioner

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

### AGENDA AND MINUTES

Items added to the agenda: g. COLA-TRAFx Counters and h. New Lake Shore Guide. A motion was made by Supervisor Rettinger to accept the agenda as amended, seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried. (Items added during the meeting: New Job Description and Evaluation for Water Quality/Resource Specialist, Liftoff Aerials and WCA Match fund request)

Supervisor Iles moved to approve the minutes as presented. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

### TREASURER'S REPORT

Treasurer Iles had no questions and presented the treasurer's report to the board, subject to the auditor's review.

### DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- Conservation Stewardship Program deadline moved to July 30 with 13 applications. Environmental Quality Incentives Program funding for FY2018 deadline is August 18, 2017 and state office is sending out post cards to promote the sign-up deadline and news release was in June 28<sup>th</sup> paper.

- Current Activities: Nick Vira is the Assistant State Conservationist for Program and is the current Acting Area Supervisor for Areas 1 & 2; Dan is still working in Wadena 2-3 days per week; working on the Highly Erodible Land and Wetland Compliance Reviews for FSA, attended the Soil Health Training with Jamin; and the Cooperative Working Agreement and Operational Agreement are both due July 15<sup>th</sup>.

Discussion on the Cooperative Working Agreement for corrections needed. Supervisor Iles moved to accept the Cooperative Working Agreement between USDA, NRCS and Hubbard County SWCD as corrected. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried. (Chair Goodrich signed the corrected agreement.)

## **PUBLIC INPUT**

Commissioner Smith: Update given on the roadwork in our area and expect completion in the next 2-3 weeks; Economic Development Commissioner-Dave Collins resigned; will be starting the budgetary process first part of August then asked for questions. Discussions on road work in our county and the use of more chloride on gravel roads. Hwy 71 south by RDO is under construction and almost done. Also working on Hwy 28.

## **REPORTS ON PROJECTS AND MEETINGS**

Chair Goodrich: Attended the Leech Lake 1W1P meeting with BWSR, Cass County, Julie, Ed and the consultants. The project and funding was approved June 12, 2017. The 60-day public comment period started July 11<sup>th</sup> and will go through September 9<sup>th</sup>. Info has been sent to all agencies and area papers. A kick-off meeting will be September 15, 2017 at the Walker Community Center.

Supervisor Sells: Forester meeting will be July 20<sup>th</sup> in McGregor. Staff will forward the minutes from the last meeting on to all supervisors for review.

Supervisor Noyes: Mississippi Headwaters meeting was cancelled this month. The two donated platbooks for the silent auctions went for upper \$20 and sold one. Turned in the rain monitoring for June. Hart Lake water samples will be collected August 3rd

Supervisor Iles: Did nitrate testing at the Laporte Days and attended the Argo Township meeting and mentioned that nitrate testing will be available at the fair. Suggest that we should put an article in the paper and/or make flyers or posters to help educate the community on what pesticides do to our lake water and its habitants when used to close to and in water areas; and that wild rice, bulrushes and cattails are protected plants. Contact Darrin Hoverson, MN DNR.

Supervisor Rettinger: No activity, and shared his email address.

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

- WCA-site visits for old violations as well as completed restorations, letter of satisfaction of restoration, notice of decisions sent out, delineations site visit, and calls and emails on potential wetland projects.

- Kabekona River Sampling-E.coli samplings and June report-shared the results for June samplings, dissolved oxygen testing on long lake, and first veliger sampling for Mantrap Township completed.
- Conservation Delivery-site visit for a possible future cost-share project.
- Obwells-2018 contract signed and 2 more wells added, now have 45 starting August.
- Cost-share-visited with engineer on project and received one cost-share application, others handed out.
- Meetings/Trainings-board meeting, buffer meeting in Thief River Falls, soils webinars, soil health training in Mahnomen, and forestry training at Cloquet Forestry Center.
- Grant-meetings and site visit on phase 2 for Pine Haven project then checked on the markers from surveying done on Deerview Road.
- Next Month-Cost-Share site visits, follow-up on Community Partners/MARC&D-Pine Haven and MARC&D-Deerview Rd projects, WCA, D.O. testing, veliger and E.coli sampling, complete the last buffer verifications and then send out letters, buffer projects/drainage, and Obwells.

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

- RIM easement review-completed two site visits and everything looked good.
- Attended the Dept. of Ag Nitrogen Rule public meeting at Wadena High School.
- Will present at the Association of Township meetings Mississippi Watershed WRAP, Leech Lake 1W1P and the nitrate testing on July 17, 2017.
- MACDE meeting in Stearns County.
- Vacation coming up.
- July 31, 2017 meeting scheduled with Camp Wilderness for potential easements with LLAWF.
- MECA training in Sartell on erosion control problems, products and field visits.
- Buffer Law – Met with Eric Buitenwerf on “Other Waters”. Found 12 possible bodies and listed one according to developed criteria. Proposed a resolution for the board. Supervisor Sells moved to adopt the Hubbard County SWCD Resolution to

Adopt Summary of Water Courses for inclusion in Local Water Management Plan. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.

- Community Partners-Pine Haven may start their projects in late August, Phase II plans have been drawn up.
- Leech Lake River 1W1P-third Friday of every month will be a policy committee or advisory committee meeting to alternate. July 13<sup>st</sup> will be planning session conference call and the next policy committee meeting will be August 18<sup>th</sup>.
- Pineland Sands Aquifer – Pollinators/trees-waiting to see if Wadena can get an extension on grant agreement, monies are still available.
- Tullibee Forest Stewardship-complete and final report is due July 31 to MN DNR Forestry.

### **OLD BUSINESS**

- Laporte Independence Celebration Days – Good publicity for the day's event resulted in 58 people brought in 63 samples to test. Need to have a sturdy table for testing to

stabilize easier and bring a surge protector for future testing sights. Requests for definition for 'what is a nitrate'.

- County Fair – We will set up our booth after board meeting and man the booth part of Thursday afternoon, Friday 9am-6pm and Saturday 9am-2pm nitrate testing. Pollinator seed packets will be handed out to people stopping to visit with us.

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

Meeting reconvened at 11:05 am.

- Approve 2018 Budget Draft – Supervisor Noyes moved to accept the 2018 Budget Draft as presented. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried. Staff will present at July 18 Board Meeting.

- Operational Agreement with NRCS – Dan read through the proposed Operational Agreement. Discussion included the request to add an out clause before signing. Supervisor Sells moved to accept the Operational Agreement with the addition of the same out clause used in the Cooperative Working Agreement, and on page 2 – change 'full access' to 'shared access' with an effective date of October 1, 2017. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried. (Chair Goodrich signed the revised contract after it was updated.)

- Copy Machine – information presented on copier/printer options. Board suggested that staff check out any copier not used before, and request for more specific information to be collected and brought to next month's meeting.

Supervisor Sells moved to table the copier decision until next month's meeting and if all the agreements are in place that we approve making the decision of purchasing a copier. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.

- Approve updated Other Service Charges – Staff added - TRAFx Counter Report Fees because a counter is being used. COLA will be asked if they would like to purchase the remaining subscription, dock and 2 counters purchased by Hubbard SWCD for \$1,200. If they don't purchase, then staff would run reports as requested and an hourly fee would be charged. Supervisor Iles moved to approve the revised Fees for Other Services Offered by

Hubbard SWCD. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried. Staff will update the date on the list of fees to July 12, 2017.

### **NEW BUSINESS**

- SWCD Governance 101 (Boot Camp) – Supervisor Noyes will be attending and will turn in his information so registration and hotel arrangements can be made.
- 2018 Tree Sales – Staff will put information together and present to the board next month. COLA will submit ideas for the next years form for COLA's orders.
- Governor Dayton's 10 Water Quarterly Town Hall Meetings. – a list was sent out to supervisors in packets highlighted the Bemidji and St Cloud meeting dates, times, and place of meetings.
- Fresh Water Festival evaluation questions – questions presented to the board from what was submitted. The survey will be sent to a teacher to look over before sending out to all teachers who attended this year's event.
- QuickBooks monthly fees – starting July 2017 the monthly rate will go up to \$50/month.

- Lake George Blueberry Festival – July 28-30. Annette Olson and Supervisors Goodrich and Noyes will do the nitrate clinic in front of the Itasca Moccasin Shop on Saturday, July 29<sup>th</sup> from 9 am-12 noon. Posters and flyers will be distributed to the town shops soon to help advertise the clinic. Supervisor Iles moved to do the nitrate clinic at the Lake George Blueberry Festival on Saturday, July 29<sup>th</sup> between 9 and noon. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.
- COLA TRAFx Counters – COLA will be asked if they would like to purchase the two counters, docking module and software good for two more years for \$1,200. Supervisor Sells moved to authorize the sale of the TRAFx equipment for \$1,200. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried. Staff will put together information on how to set out the counters properly, and what it would cost to renew the software after the subscription runs out.
- New Lake Shore Guide – Staff will check into who put the last ones together and who paid for them, then look into what it would cost to update the 2011 guide.
- Newspaper subscriptions – Information and cost of the Bemidji Pioneer (Tuesday-Sunday) and The Pilot-Walker (once a week) newspaper information was presented. Supervisor Noyes moved to subscribe to the Walker newspaper. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried. Staff will also check into the Byline-“What’s up for the Week”.
- Stipend amount for assigned meetings attended, other than monthly board meetings – Rate if pay for the difference of the Chair and Treasurers stipend rate and the other supervisor rate is minimal and the board has agreed to leave as is.
- Water Quality Resource Specialist Review.

#### **CLOSED MEETING**

At 12:04 pm Supervisor Sells made a motion to go into closed session for the Water Quality Resource Specialist Review, according to MN Statute 13D.05, subd. 3(a). Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.

#### **RE-OPEN REGULAR BOARD MEETING**

Supervisor Sells moved to reopen the meeting. Supervisor Iles seconded. Affirmative: All. Opposed: None. Motion carried.

The regular board meeting reconvened at 12:26 pm July 12, 2016.

Supervisor Rettinger moved to accept the Water Quality/Resource Specialist annual evaluation and give him his step increase. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.

- New Water Quality Resource Specialist Job Description – Supervisor Iles moved to adopt the new Hubbard County SWCD Water Quality Resource Specialist job description as recommended by the personnel committee. Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.
- New Water Quality Resource Specialist Evaluation Tool – Supervisor Sells moved to approve the evaluation tool with the recommendation to add employee goals. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.
- Liftoff Aerials – Certified letter sent to them, the post office noted that they tried to deliver three times and returned to our office. Staff then sent an email through their

website requesting that they contact our office as soon as possible. No response from them to date. The check will be put back into an account to be used to have a third party complete the remaining ditch inventory.

**CORRESPONDENCE**

- Received a thank you note from the League of Women Voters with a check to District Manager for doing a presentation at their meeting. The check was endorsed over to the LWP Education funds and deposited.
- County has accepted the duties of being the Election of Jurisdiction for Buffers. (County Resolution No. 06201705) Discussion about if Hubbard SWCD could possibly take on the responsibilities.

**NEXT MEETING:** The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, August 9, 2017, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items for the August agenda are: administrative assistant review, tree order form, start the Fall News Letter.

**ADJOURNMENT:** Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 2:05 pm.

APPROVED: 8-9-2017 SECRETARY: Don Rettinger  
Date Don Rettinger, Secretary