

HUBBARD COUNTY SOIL AND WATER CONSERVATION DISTRICT

MINUTES FROM September 13, 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 8:32 a.m. and led the Pledge of Allegiance.

AGENDA AND MINUTES

Items added to the agenda: under Old Business/non-action – d. TrafX counters-sell or rent out; under New Business/non-action – b. Area 8 Graphics Artist. A motion was made by Supervisor Rettinger to approve the agenda as amended, seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.

Corrections to the minutes: page 3-remove Leech Lake and Kabekona Bay from Supervisor Goodrich's report, page 4-fix grammar of last sentence in top paragraph and second bullet of New Business-remove 'ed' from ordered. Supervisor Sells moved to approve the minutes as amended. Supervisor Rettinger seconded. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Treasurer's report was updated with one additional expense to Profit & Loss report and new totals. Treasurer Iles had no questions and presented the treasurer's report to the board, subject to auditor's review.

PUBLIC INPUT

Commissioner Smith: Supervisor's questions were answered on possible road construction projects, and that paving is complete except for Highway 18, which should complete in October. The county is working on budget issues on next years' requests, and Enbridge tax issues will be discussed further at the DMC Convention on September 14th at Breeze. The budget will be discussed at the next board meeting. The Buffer Law should be discussed at their next scheduled meeting. The County Engineer and Coordinator plan to retire next March.

DISTRICT CONSERVATIONIST

Dan Pazdernik reported on the following:

- September is Hispanic Heritage Recognition Month (fun facts handout)
- 11 Conservation Stewardship Program contracts obligated and renewal contract evaluations are now due October 27, 2017.
- 18 Environmental Quality Incentive Program applications were recently submitted, and an eligibility and planning deadline of January 19, 2018.
- MN Agricultural Water Quality Certification applications are due March 2, 2018.
- Other current activities and items: continues to work in Wadena 2-3 days a week, processing EQIP practice certifications and payments, continue progress reporting, CSP payments will be coming soon, FSA's Wetland Compliance Reviews, just had his annual performance review, and no further information has been received on the SWCD Operational Agreement turned in, and will be updated as soon as something comes in.

REPORTS ON PROJECTS AND MEETINGS

Chair Goodrich: Plans to attend the September 20-21st Area 8 Fall Tour along with Julie in International Falls, MN. Will attend the Leech Lake 1W1P Kick-off meeting on Friday, September 15th at the Community Center in Walker, MN. They hope to receive input from the community members on area watershed interests and concerns. (i.e. contaminations in the Laporte aquifer from years ago should be brought up) Met with Commissioner Smith about our budget and funding issues.

Supervisor Rettinger: Attended JPB meeting last week where they discussed what the engineers had been doing including their 'big ticket' jobs, their bylaws and what their past signed agreement covered. They could use another tech and they are looking to set a timeline guide for responding back to individual requests. Contact either Melissa Barrick for comments or concerns.

Supervisor Iles: Nothing to report.

Supervisor Sells: Fish Hook Lake had the dissolved oxygen levels checked recently. He plans to continue to be on the Nominating Committee for Area 8. Ideas for Chair and Vice Chair positions for Area 8 can be brought to him. He plans to attend the Forestry Meeting on September 28th.

Supervisor Noyes: Attended the August Mississippi Headwaters Board (MHB) meeting. Items covered: discussion on the Grand Rapids Storm Water Study Program and finding funding; their Canoe Day was a big success this year with approximately 80 participants and they embedded some education into the day - planning to do it again next year; MHB is concerned about cities not requesting variances, only townships request variances, so they are looking into how to approach cities to ensure they also submit requests for variances; Minnesota Transitions would like to broaden their 'GPS Geofencing' area to connect with more people remind them to clean, drain and dry their boats to help against invasive species-Hubbard County is not participating yet; attended the Governor's 25by25 Meeting-all information gathered from all meetings will go

out to the public; will be attending the Governance 101 Conference in the cities September 14 & 15th; will attend the Leech Lake 1W1P Kick-off meeting on September 15th.

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

- WCA – Jamin did several site visits and located several more violations while on one of the sites, having some problems reaching one site owner, another site owner started on their restoration order. One will be very involved as the violation had to have been missed for many years. Several calls and walk-ins also.
- Lake Samplings - 4 more E.coli tests collected from Kabekona Lake and 2 more are scheduled, 3 more dissolved oxygen measurements on Long Lake (will get something put together for next meeting) and a single measurement on Fish Hook Lake.
- Conservation Delivery - 2 shoreline and 2 erosion site visits and meeting with a client on his grazing watering problems.
- Cost-Share - The Shively/Wagner project completed September 8, 2017, now waiting for receipts of payment from them to do reimbursement. Will work with new graphic designer on signage to post by recent project completed.
- Meetings/Trainings - Board meeting, attended a good Conservation Planning Course in Red Wing August 15-18th, now will need to write up 3 Conservation Plans to become certified, met with Mitch and Dain on JBP items.
- MARC&D - Sending first reimbursement request for the Deerview Road project for surveying that was done in June and trying to put ideas together some prelim plans to present to Henrietta Township Board. The Pine Haven project is almost complete.
- Buffers - Made a visit to a property owner on Kabekona River to deal with some of the high E.coli test results. Sent out letters to 2 property owners regarding their issues.
- Next Month - More cost-share site visits, complete Pine Haven work and pay out funds and complete required reporting for project, continue with Deerview Road project reporting and preliminary plans, continue working on WCA violations/restoration order completions, compose buffer plans for 2 properties and attend the Walker-Leech Lake 1W1P Kick-off on September 15th.

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

- Meetings-attended Wild Rice Easements meeting, Easements in the Forest Zone meeting in Grand Rapids-many good points presented, MAQWCP meeting in Perham-had updates, COLA meeting, JPB meeting in Bemidji, and met with the County Board about our request for SWCD increased allotment.
- Buffer Law – site visit to property, owner submitted an application to NRCS and now needs to have a plan developed for implementation.
- Community Partners, Cost-Share, Kabekona River sampling all covered earlier. MAPC is aware of the Kabekona issue and will be doing a ride-along to assess the septage process.
- Attended Leech Lake 1W1P Policy Committee meeting in Walker and Planning Committee meeting for the Kick-off Event which will be at the Walker Community Center from 5-7pm Friday, September 15th.
- Mississippi Headwaters WRAP has a final draft ready for review and should be wrapping up. Information can be viewed on the MPCA website.

- Nitrate Testing-Department of Ag Township Nitrate testing is still going on in Hubbard County and should be wrapping up. Our monthly nitrate testing had 13 people bring min 27 total samples tested and resulted in a few high readings.
- Pineland Sands Aquifer-Pollinators/Trees has been extended to the end of June 2018 for remaining money to be used.
- Tullibee Forest Stewardship-this program is completed with the DNR.
- WCA-calls are still coming in and many site visits have been made and will be continuing with site visits as needed.
- Wild Rice Easements- final site inspection for easements completed in August.
- Upcoming Events-Governor's 25By25 meeting tonight in Bemidji, BWSR audit on Local Capacity Grant on September 14th, Leech Lake 1W1P Kick-off Event on September 15th, Area 8 Fall Tour on September 21st and 22nd in International Falls and the next SWCD Board meeting on October 11th.

OLD BUSINESS

- Tree Order – a list of trees have been decided on and ordered. We are still waiting for the final availabilities and prices from some of the nurseries we use.
- Remaining photos – to be taken during break.
- FWF survey and letter – survey not verified yet, will send it out with the teacher letter.
- TrafX counters – COLA is not interested in taking over the system and remaining subscription at this time. Long Lake is interested in setting out their 2 counters and Belle Taine Lake has one counter out now. Supervisors should add the TrafX Counters to their list of talking points for their township meetings attended. They could also be used as a measuring tool for future road maintenance needs for the county. Board gave staff approval to create a short contract that will cover rental and other fees to be charged for the use of the 2 SWCD counters and bring it to the next board meeting for approval.
- Administrative Assistant Annual Performance Review was signed by the Personnel Committee.

NEW BUSINESS

- Fall Newsletter – working on at present and asked if any other items available to put in this issue. The Tree Order Form will be completed and sent out with the newsletter. Staff will check to see if the cost of postage would be the same if we needed to add an additional sheet for information wanting to print.
- Shared graphics designer – staff met with Mitch Brinks and Dain Erickson on ideas for what type of items Dain would be creating for the 8 SWCD districts in our region. If many of the SWCD's can use the same item, individual customization costs would be minimal cost for their specific information adjustments needed and then the printing.
- 2017 fair booth donation – Supervisor Sells moved to donate \$100 for 2017 to the Environmental Ed Building. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried.
 - Staff/supervisors attending the Leech Lake 1W1P – Jamin Carlson, Annette Olson, Supervisors Goodrich & Sells, Supervisor Noyes will try to attend after his convention.
 - BWSR Academy attendance (Nov 1-3) – Supervisor Iles moved to allow all 3 staff

members to attend BWSR Academy as the District Manager sees appropriate. Seconded by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

- 2018-2019 SWCD Programs & Operations Grants approval & signature – Supervisor Iles moved to accept the 2018-2019 Grants and have the District Manager sign. Seconded by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

- Match for WCA – this item was covered earlier.

- Pay period start date change – Staff requested to change the pay periods to begin on Sundays and end on Saturdays, starting with December 31, 2017. Board indicated that if nothing is stated in the Personnel Manual to specify starting dates of pay periods, this request would start in the 2018 year. Personnel Manual states “The basic 40 hour work week is scheduled on five days, Monday through Friday.”

- Schmidt Cost-Share Contract – staff is still waiting for drawings from client to present to the board. Supervisor Sells moved to table Schmidt Cost-Share Contract until next board meeting. Seconded by Supervisor Iles. Affirmative: All. Opposed: None. Motion carried.

- Radneicki Cost-Share Contract – request to seal their well. Supervisor Iles moved to approve the Radneicki’s Cost-Share contract for one-half of the lower bid presented (\$237.50) to seal their well. Supervisor Noyes seconded. Affirmative: All. Opposed: None. Motion carried. Chair will sign after the work is completed.

- Shively-Wagner Payment – now that project is completed, we will be reimbursing them for work completed when they bring in their receipts. Payment will be out of the \$10,000 Tullibee Cost-Share Grant.

Chair Goodrich called for a break at 10:45 am.

Meeting reconvened at 11:14 am.

Supervisors voted on the resolutions. Staff will complete the form, with their signatures on, and forward on before the end of September.

CORRESPONDENCE

Printed samples of banners presented to board – graphic designer will work up a design. Enbridge sent out another notice for upcoming meeting. Fair Premium brochure will allow us to post our schedule for nitrate testing clinics at the fair. Will inform Marco that we still don’t have information on our Operational Agreement. Schmidt’s will be addressing their high nitrate levels at the residence.

NEXT MEETING: The next regular board meeting of the Hubbard County Board of Supervisors will be on Wednesday, October 11, 2017, at 8:30 a.m. in the office at 603 Central Avenue North, Park Rapids, MN. Items to cover: awareness articles for newspapers, review annual work plan draft, District Manager yearly performance.

ADJOURNMENT: Motion by Supervisor Sells to adjourn the meeting; meeting adjourned at 12:06 pm.

APPROVED: 10-11-2017 SECRETARY Don Rettinger
Date Don Rettinger, Secretary